

## Privacy and Personal Information Policy and Procedure

### PURPOSE

We are committed to respect the privacy of all personal information as well as comply with the relevant state and federal principles on privacy. This policy explains how we manage personal information in relation to these principles and to meet the requirements of commonwealth's Privacy Act: Privacy Act 1988.

### SCOPE

This policy applies to all

- staff of Cornell Institute of Training(CIT)
- Students of CIT

### POLICY

- CIT may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Registered Training Organisation (RTO) operations and practices and to make sure it remains appropriate to the changing RTO environment.
- Students may be contacted and requested to participate in a National Centre for Vocational Education Research (NCVER) survey or a Department-endorsed project or audit or review.
- CIT is required to collect and disclose personal information for a number of purposes including the allocation to Students of a Unique Student Identifier (USI).
- In the course of its business, CIT may collect information from students or potential students, either electronically or in hard copy format, including information that personally identifies individual users. We may also record various communications that students or potential students have with us.
- In collecting personal information, we will comply with the national privacy principles set out in the Privacy Act 1988.

### PROCEDURE

- Collection and use of personal information CIT will only collect personal information by fair and lawful means which is necessary for the functions of CIT and is committed to ensuring the confidentiality and security of the information provided to us.
- The personal information supplied by individuals to CIT will only be used to provide information about study opportunities, program administration, and academic information and to maintain proper academic records. If an individual chooses not to give CIT certain information, then we may be unable to enrol the individual in a program or supply them with appropriate information.

### Disclosure of personal information

- Personal information about learners studying with CIT may be shared with the Australian Government and designated authorities. CIT needs to share the information for AVETMISS reporting and NCVET survey. This information includes personal and contact details, program enrolment details and changes, and the circumstance of any suspected breach of a learner visa condition.
- Any person or organisation to whom personal information is disclosed as described in this procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them.
- CIT will not disclose an individual's personal information to another person or organisation unless:
  - the individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;
  - the individual concerned has given written consent to the disclosure;
  - CIT believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
  - the disclosure is required or authorised by or under law.

### Security of personal information

- CIT will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up to date and complete.
- CIT will store securely all records containing personal information and take all reasonable security measures to protect, personal information collected by us from unauthorised access, misuse or disclosure.

### Right to access and correct records

- Individuals have the right to access or obtain a copy of the personal information that the CIT holds about them. Requests to access or obtain a copy of personal information must be made in writing using Access to Records Request Form. There is no charge for an individual to access personal information that CIT holds about them; however, we may charge a fee to make a copy, if it required to be posted. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request.
- If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended using Personal Detail



Form or Student Request Form. Where a record is found to be inaccurate, a correction will be made. Where an individual request that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

- Written requests for access to or to obtain a copy of personal information held by CIT should be done using above mentioned forms. The written form can be provided to scanned and email to Student Support, or via post.