

## Procedures Relating to Personal Information

### Definitions

For the purposes of this document:

**The Act** refers to the *VET Student Loans Act 2016*

**Student/s** refers to all persons enrolled or seeking to enrol in a unit of study that meets the course requirements

### Overview

The Australian Institute of Fashion Design Pty Ltd complies with the requirements of Section 54 of the Act and the Information Privacy Principles set out the *Privacy Act 1988* in relation to the collection of information relating to all students.

The Australian Institute of Fashion Design Pty Ltd will allow a Student to apply for and receive a copy of the VET personal information that the provider holds in relation to that student.

If students believe that the information held by the Australian Institute of Fashion Design Pty Ltd is incorrect they can correct the information by informing the Student Administration team at the campus they attend classes or through emailing [admin@aicdedu.com.au](mailto:admin@aicdedu.com.au)

### Collection of information

Personal information will not be collected unless:

- the information is collected for a purpose directly related to Students: and
- the collection of the information is necessary for or directly related to that purpose.

Personal information will not be collected by unlawful or unfair means.

Where personal information is collected for inclusion in a record or in a generally available publication the Australian Institute of Fashion Design Pty Ltd will take reasonable steps to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the Student concerned is generally aware of:

- the purpose for which the information is being collected;
- if the collection of the information is authorised or required by or under law the fact that the collection of the information is so authorised as required; and
- with whom the information may be shared (such as the Australian Government or Tuition Assurance Scheme).

Where the Australian Institute of Fashion Design Pty Ltd solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that:

- the information collected is relevant to that purpose and is up to date and complete; and

- the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the Student.

### Storage and security of personal information

The Australian Institute of Fashion Design Pty Ltd will ensure:

- that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; and
- that if it is necessary for the record to be given to a person in connection with the provision of a service to the VET Provider, everything reasonably within the power of the VET Provider will be done to prevent unauthorised use or disclosure of information contained in the record.

The Australian Institute of Fashion Design Pty Ltd will not use the information without taking reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete. The VET provider will not use the information except for a purpose to which information is relevant.

Students wishing to access their personal information held by the institute must do so in writing and allow 2 business days for the information to be compiled.

### Disclosure

The Australian Institute of Fashion Design Pty Ltd will not disclose the information to a person, body or agency (other than the individual concerned) unless:

- the individual concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency;
- the individual concerned has consented to the disclosure;
- the VET Provider 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 student or of another person;
- the disclosure is required or authorised by or under law; or
- the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.
- The Australian Institute of Creative Design, is required to submit data sourced from enrolment forms to the national VET administrative collection as a regulatory reporting requirement. The information contained on the enrolment form may be used by the institute or the following third parties for administrative, regulatory and/or research purposes:
  - School - if the student is a secondary student undertaking VET, including a school based apprenticeship or traineeship.
  - Employer - if the student is enrolled in training paid by their employer.
  - Government departments and authorised agencies.
  - Researchers.

A person, body or agency to whom personal information is disclosed will not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

## Publication

This Procedures relating to Personal Information will be made available to students and persons seeking to enrol with the Institute through publication in the Student Handbook and on the Institute's website ([www.aicd.edu.au](http://www.aicd.edu.au)).

## Version control, Approval and Review

Document Name: <b>Procedures Relating to Personal Information</b>		
Approved by: AIFD Board of Directors	Date: 06/07/2011	Version: 1
Implementation Date: TBA when VET FEE-HELP is approved	Review Date: Annually	
Approved by: AIFD Board of Directors	Date: 03/01/2012	Version: 1.1
Implementation Date: 22 <sup>nd</sup> December 2011	Review Date: Annually	
Modification History: Changed document header for consistency with other documents		
Approved by: AICD Board of Directors	Date: 09/06/2015	Version: 1.2
Implementation Date: 9 <sup>th</sup> June 2015	Review Date: Annually	
Modification History: Changed company logo for consistency with other documents		
Approved by: AICD Board of Directors	Date: 02/02/2016	Version: 1.3
Implementation Date: 2 <sup>nd</sup> February 2016	Review Date: Annually	
Modification History: Changed company logo for consistency with other documents		
Approved by: AICD Board of Directors	Date: 30/01/2017	Version: 1.4
Implementation Date: 30 <sup>th</sup> January 2017	Review Date: Annually	
Modification History: Changed references to match new legislation. Changed letterhead to remove reference to CRICOS registration and added in provision for students correcting information.		