



## **Purpose:**

All records maintained by ANC are subject to the laws of privacy and regulatory requirements. This policy applies to the release of a student's personal information collected by ANC. ANC will allow a Student to apply for and receive a copy of their personal information that the provider holds in relation to that Student.

## **Scope:**

- This policy applies to all the current students enrolled at ANC and prospective students
- Privacy and access procedures are made clear to all parties at induction (staff), orientation (students) or during course information sessions for intending students.

## **Procedures:**

All records collected and maintained by ANC are subject to the laws of privacy and regulatory requirements. As such, it is a requirement that records be held in a secure environment, safeguarded against loss, damage, unauthorised access, modification or disclosure, and any other misuse.

### **(i) Collection of information**

- Information is collected by ANC only if it is deemed necessary by the CEO or directly related to its function and activities as a VET provider, and do not unreasonably intrude into student's personal affairs.
- Individuals will be informed of the purpose of collected information, as if it is required by law, and to whom ANC will disclose this information to.

### **(ii) Access, Storage and security of personal information**

- Individuals will be given access to their records and ANC will ensure any corrections, deletions and additions that were requested are completed. If records could not be amended as requested as they are found to be accurate, ANC will keep evidence of this request on individual's file.
- All individuals have a right to view their own files and may do so upon request and proof of identification to student administration.
- Students may gain access to and make amendments to their personal details at any time through TEAMS (Student Management System) on the ANC website (go to [www.ANC.vic.edu.au](http://www.ANC.vic.edu.au) – Student Login – Update your personal details).
- ANC will endeavour to make sure that records are accurate, up-to-date, complete and not misleading.
- ANC will check the accuracy and completeness of student's personal information before use.

### **(iii) Disclosure of personal information**

- Student files may only be accessed by the administration team for the purpose of updating those student files, or by the auditor appointed by the ASQA, for the purpose of reviewing training participation and progress.
- Access to a file by a third party other than as above can only be provided with the written consent of the individual.



- Staff files may only be accessed by the CEO or an auditor appointed by the ASQA.
- ANC will only disclose information if it 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. In such situations, ANC CEO or a delegate will include in the record containing that information note of the disclosure.

## Complaints and Appeals

If an individual believes that ANC has breached their privacy, they can access to the ANC complaints and appeals process. For more information, refer to ANC Complaints and Appeals Procedures available on the ANC website.

## Reference:

This policy/procedure supports:

- Standard 6 - Standards for Registered Training Organisations (RTOs) 2015

## Documents/Forms:

1. Complaint/Appeal Form
2. Enrolment Application Form For Domestic Students

## Revision History

Version	Date	Revision Description
5.0	12 February	Original
5.1	1 September 2015	Added Privacy Notice



**APPENDIX: Domestic Student Enrolment Privacy Notice**

**Privacy Statement**

**I understand that:**

Australian National College Pty Ltd (ANC) is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form.

Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>).

The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

The Education and Training Reform Act 2006 requires Australian National College Pty Ltd (ANC) to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

For students eligible for VET Fee Help, the following privacy statement also applies:

Australian National College Pty Ltd (ANC) is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSEN) to me.

Australian National College Pty Ltd (ANC) will disclose this information to the Commonwealth Department of Education for those purposes. Department of Education and Training will store the information securely in the Higher Education Information Management System. Department of Education and Training may disclose the information to the Australian Taxation Office. Australian National College Pty Ltd (ANC) and Department of Education and Training will not otherwise disclose the information without my consent unless required or authorised by law.

For more information in relation to how student information may be used or disclosed please contact Australian National College Pty Ltd (ANC)'s Privacy Officer on phone 03 9662 3300 or email [ceo@anc.vic.edu.au](mailto:ceo@anc.vic.edu.au).

I acknowledge and agree to the terms described in this privacy statement:

Student signature: .....

Date: .....