ANC PRIVACY POLICY

This policy explains how ANC manages and uses the personal information collected by it through its daily operations. ANC follows The National Privacy Principles in the Commonwealth Privacy Act. This policy may be updated in due course of time in order to keep abreast of changes in laws and technology that may govern ANC’s operations.

Type of Information Collected:
In the course of its daily operations ANC collects different types of information from different sources both within and external to the organisation.
The type of information collected and held at the college includes but is not limited to the following:

1. Student details (personal and academic) both prospective and enrolled
2. Trainer/Assessor details (personal and professional)
3. Professional Staff details (personal and professional)
4. Job applicants
5. Contractors

Methods of Collection
ANC collects the above mentioned information via a number of methods/sources like forms, questionnaires, surveys, website, agents etc.

Staff Records
ANC is aware that under the Privacy act the National Privacy Principles do not apply to staff records. As a result, this Privacy Policy does not apply to the RTO’s treatment of staff record whether a staff member is current employee or past employee.

Use of Personal Information
ANC uses the information collected by it for the following:

1. Delivering its courses to enrolled students.
2. Fulfilling its obligations for educational/social/academic/medical welfare of ANC
students.

3. Daily operations of the college.
4. Marketing purposes.
5. Fulfilling its legal obligations state and national governing bodies.
6. Selecting appropriate candidates during recruitment and selection.

Disclosing Personal Information

ANC may disclose the information held by it regarding an individual to the following:

- A third party authorised by the individual to collect information from ANC.
- Give information to another RTO.
- Visiting academics/lecturers/sessional teachers.
- Government departments;
- Medical/health organisations
- Individuals/organisations having access to its products and services like website, newsletter, publications etc.

ANC will not send personal information about an individual outside Australia
Without obtaining the consent of the individual, in some cases the consent will he
Implied, or otherwise complying with the National Privacy Principles.

Management and Security of the Personal Information

ANC ensures that the personal information regarding staff and students is kept in a
secured location. Moreover copies of such information on the server are password
protected and rights and permission methods are exercised to protect it from
unauthorised access.

Updating Personal Information

Staff and students at ANC are required to keep the college informed of any changes
to their personal information. This ensures that ANC has the up to date information
on its systems regarding the students and the staff.

Access to Personal Information

Under the Commonwealth Privacy Act, an individual whether a staff member or a
student at ANC has the right to obtain access to any personal information which ANC
holds about them and to advise the ANC of any perceived inaccuracy. There are
some exceptions to this right set out. ANC may charge an individual a fee to access
information held by it on their behalf. Student has to fill the Request form available from the Front desk in order to request access to personal records.

**Third Party Information Request**

No staff member is to release any information about students to any third party unless prior written authorisation is obtained from the student or disclosure is required by law.

*Authorised Third Parties:*

Students may nominate third parties they wish to access their records. This process is conducted by the Campus Officer who ensures a third party access form is completed and the security details for the third party obtained. These details will be entered into the student's file.

Any staff member who receives a request for information from a person claiming to be authorised must verify this authorisation and any related conditions through either a password or question list check prior to releasing any information.

*Other Third Parties*

Staff must not release any information to any other third party requesting student information. In this situation the request should be transferred to the Campus Officer who will obtain details of the request and detail these to the student to determine whether they wish to authorise access through a written consent form.