

VET Student Loans – Privacy and Information Handling

Purpose:

The purpose of this policy is to provide guidelines on the collection and handling of information obtained from students by AIP for the purposes of VET Student Loans in line with the Australian Privacy Principles, VET Student Loans Act 2017 and VET Student Loans Rules 2017.

Policy Outline:

AIP complies with the requirements in collecting and handling of student information in line with the VET Student Loans Act 2017, VET Student Loans Rules 2017, and the

Australian Privacy Principles set out in the Privacy Act 1988. Personal information will not be collected unless:

- the information is collected for a purpose directly related to the students' training and assessment; and
- the collection of the information is necessary for or directly related to the above purpose.

Personal information will not be collected by unlawful or unfair means. will allow a student to apply for and receive a copy of their VET personal information that AIP holds.

Policy Detail:

Collection of Information

Where personal information is collected for inclusion in a record or in a generally available publication, AIP takes 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 or required; and with whom the information may be shared (such as the Australian Government or Tuition Assurance Scheme).

AIP will take reasonable steps to ensure that the information collected is relevant to the purpose it is obtained 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. Where the student needs to update their personal information or to have their incorrect personal information corrected in the Student Management System, the student is required to complete the Student Details Check Form and submit it to the Student Services. Storage and Security of Personal Information

AIP 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 AIP, everything reasonably within the power of AIP will be done to prevent unauthorised use or disclosure of information contained in the record.

AIP 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. AIP will not use the information except for a purpose to which the information is relevant.

Disclosure

AIP will not disclose the information to a person, body or agency (other than the individual concerned) unless: the student concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency; the student concerned has consented to the disclosure.

AIP 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 protection of the public revenue. Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, a note of disclosure detailing the information released will be applied to the record. 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

Approval Authority:

This Policy is approved by the Executive Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.