

Privacy Policy and Procedure

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Owner	Operations Department	Approved By		CEO	



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1. POLICY

IQY Australia Pty Ltd T/A IQY Technical College are committed to respecting the privacy of all personal information as well as complying with the relevant state and federal principles on privacy.

This policy explains how IQY Technical College manages personal information in relation to these principles and to meet the Commonwealth Privacy Act 1988.

2. PURPOSE

This document outlines how IQY Technical College operates in managing the collection, use, storage, disclosure of and access to personal information of past and present staff, students and other members of IQY Technical College Institute.

3. SCOPE

This policy applies to personal information collected by IQY Technical College in relation to staff, students, prospective students, individual clients and other individuals. This policy must be observed by all IQY Technical College staff, consultants, external contractors and students who have access to personal information held by IQY Technical College Institute.

4. DEFINITIONS

Personal Information: Means information or an opinion (including information or an opinion expressed in surveys, and personal interviews), that is recorded in any form, and whether true or not, can identify an individual.

Sensitive Information: Is information or an opinion about an individual's including the following:

- Racial or ethnic origin;
- Membership of a political association;
- Religious beliefs or affiliations;
- Membership of a professional or trade association;
- Membership of a trade union;
- Sexual preferences or practices;
- Criminal record;
- Health information.

LMS: Learning Management System.

Learning Management System: Software that allows educational institutions to create and host courses on the Internet. In IQY Technical College we use RTO Manager (RTOM).

USI: Unique Student Identifier

5. POLICY

5.1 IQY Technical College shall ensure that it manages and monitors all personal information of students, employees and other stakeholders in accordance with the relevant privacy laws, including the Student Identifiers Act 2014, enacted in 2014.

5.2 The collection and use of personal or sensitive information relates directly to the legitimate purposes of IQY Technical College Institute.

5.3 Individuals must be aware of, or informed of, the purposes for which personal information or sensitive information is obtained.

5.4 IQY Technical College will take all reasonable measures to store personal or sensitive information securely. Individuals are entitled to have access to their own records, unless prevented by law.

5.5 No third-party access to personal and or sensitive information will be granted unless required under law.

5.6 IQY Technical College will ensure that the information it holds is current and update or amend as necessary.

5.7 IQY Technical College will observe the Information Privacy Principles specified in the Information Privacy Act 2000, and the Health Privacy Principles specified in the Health Records Act 2001.

5.8 Where IQY Technical College applies for a USI on behalf of an individual it will ensure that it has the authorization of that individual and provide the required USI Privacy Notice as required under the Act.

6. PROCEDURE OF INFORMATION COLLECTION

IQY Technical College may collect personal information directly from individuals either through personal interaction or print or electronic mediums including IQY Technical College Institute's website, Learning Management System (LMS)Moodle, forms, surveys and correspondences.

IQY Technical College may also collect personal information about an individual indirectly from education agents, employment agencies, past employers and commonwealth and state agencies.

IQY Technical College will not collect sensitive information about an individual without the explicit consent of the individual or unless required under law. Health information may be collected if found necessary to prevent or lessen a serious and imminent threat to the life or health of any individual.

USI: As the USI is a requirement for all students to enrol in and obtain competency records/ AQF documentation, IQY Technical College shall provide the prospective and enrolling students about the process to register/apply for a USI on its website, handbooks, and during orientation.

Where IQY Technical College applies for a USI on behalf of an individual it will ensure that it has the authorization of that individual and provide the required USI Privacy Notice as required under the Act.

7. USE OF INFORMATION

IQY Technical College will use the information for the primary purpose for which it is collected. IQY Technical College may also use the information it holds for statistical purpose including research, analysis of trends and reports without compromising or disclosing identify of any individuals except as outlined in "Disclosure of Information" below.

8. DISCLOSURE OF INFORMATION

IQY Technical College will not without the prior consent of an individual disclose personal or sensitive information about that individual for a purpose other than the primary purpose of collection except in any of the following situations.

IQY Technical College reasonably believes that the use or disclosure is necessary to lessen or prevent either of the following:

- A serious and imminent threat to an individual's life, health, safety or welfare;
- A serious threat to public health, public safety or public welfare;
- IQY Technical College has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities;
- The use or disclosure is required or authorised by or under law;
- The prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of a law imposing a penalty or sanction;
- The prevention, detection, investigation or remedying of seriously improper conduct;
- The preparation for, or conduct of, proceedings before any court or tribunal;
- The information is request or sought by Australian law and enforcement agencies.

Information held by IQY Technical College can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details, and the circumstances of any breach of a student visa condition.

9. ACCESS, STORAGE AND SECURITY

All the information will be stored in secured locations either on college's protected computer systems or locked cabinets. In addition, IQY Technical College will take all reasonable steps to protect the personal and sensitive information it holds.

IQY Technical College will take reasonable steps to destroy any personal or sensitive information if it is no longer needed for any purpose.

Only the staff and members of organisation authorised by the Chief Executive Office of IQY Technical College will have access to the stored information for the specific purpose for which the access is required.

Individuals may request access to their personal or sensitive information held by IQY Technical College by contacting the Chief Executive Office.

The Chief Executive Office has the right to refuse the access to the information if;

- Providing access would have an unreasonable impact on the privacy of other individuals;
- The request for access is frivolous or vexatious;
- Providing access would be unlawful and/or compromise any ongoing or pending investigations or legal proceedings;
- Any law and enforcement agency have request IQY Technical College not to provide the access.

10. RESPONSIBILITY

The Chief Executive Officer is responsible for implementation and administration of this policy.

All college staff, consultants, external contractors and students who have access to personal information held by IQY Technical College have the responsibility to observe this policy.

11. RELATED DOCUMENTS

Related Documents

- Documents and Records Management Policy and Procedure
- ASQA Audit and Compliance Guidelines