

Privacy Policy & Procedure

1. Policy

- 1.1 Gippsland Institute of Technology respects the privacy of all students, staff and partners and is committed to protecting personal information provided.
- 1.2 This policy and procedure outlines how Gippsland Institute of Technology handles personal information including;
 - collection and safeguarding of personal information
 - use and disclosure of personal information,
 - student rights to access their personal information.
- 1.3 Gippsland Institute of Technology complies with the National VET Data Policy 2020, National Privacy Principles and the Information Privacy Principles contained in the Commonwealth Privacy Amendment Act (2000) and the Privacy Act 1988.
- 1.4 This policy is implemented in compliance with the requirements of the Standards of Registered Training Organisations (RTOs) 2015.

Procedure

2. Collection and use of of Personal Information

- 2.1 For many services provided, Gippsland Institute of Technology is required to collect personal information including e.g. the student's name, address, contact details and information specific to the service being delivered. All personal data collected is indicated on the Enrolment form.
- 2.2 Collection is by lawful and fair means and is not unreasonably intrusive.
- 2.3 When collecting personal and sensitive information, Gippsland Institute of Technology ensures that students are made aware of:
 - Gippsland Institute of Technology identity and how to contact us
 - their right to access their personal information
 - the purpose for collection
 - the organisation/s we disclose their personal information to
 - any law that requires the particular information to be collected
 - the consequences, if any, for the student if they do not provide the information required
- 2.4 Gippsland Institute of Technology makes every effort to collect personal information directly from the individual student. Where this is not possible, such as when a student is referred by a third party or when taking group enrolments, Gippsland Institute of Technology contacts each individual student to ensure they are aware of the points listed above.
- 2.5 Gippsland Institute of Technology collects sensitive information only when the student has given written consent.
- 2.6 Gippsland Institute of Technology treats all student personal information confidentially and will not disclose any details to a third party without the student's prior written consent. **

**Except where required through its commitment to comply with the National Vocational Education and Training Regulator Act 2011 and ESOS Act 2000 and supply student data to the National VET Regulator (ASQA), National Centre for Vocational Education Research (NCVER), Department of Education, Department of Home Affairs (DHA) and other regulatory bodies or to a court of Law. **
Personal information may also be disclosed to relevant bodies for the verification of students' previous qualifications.

As a registered training organisation (RTO), we collect student personal information so we can process and manage enrolments in a vocational education and training (VET) course with us. We use student personal information to enable us to deliver VET courses, and otherwise, as needed, to comply with our obligations as an RTO.

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about students to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose student personal information to the relevant state or territory training authority.

The NCVER will collect, hold, use and disclose student personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Student personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose student personal information to any overseas recipients. For more information about how the NCVER will handle student personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If students would like to seek access to or correct student information, in the first instance, please contact us at info@git.org.au.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose student personal information to fulfil specified functions and activities. For more information about how the DESE will handle student personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Students may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note students may opt out of the survey at the time of being contacted.

At any time, students may contact Gippsland Institute of Technology to:

- request access to their personal information
- correct their personal information
- make a complaint about how their personal information has been handled
- ask a question about this policy and procedure

3. Safeguarding Personal Information

- 3.1 Gippsland Institute of Technology ensures information provided remains private and protected from misuse, loss, unauthorised access, modification or disclosure. Security measures in place include;

- individual password access to systems and databases
 - secure filing cabinets
 - secure storage and office facilities
- 3.2 Access to information is restricted to the relevant authorised staff.
- 3.3 Information deemed inaccurate, irrelevant or out of date is destroyed in a way that renders it unusable, i.e. shredded.

4. Data Quality

- 4.1 Gippsland Institute of Technology will take reasonable steps to ensure that the personal information it collects uses or discloses is accurate, complete and up to date.

5. Access and Correction

- 5.1 Gippsland Institute of Technology will provide an individual with access to personal information it holds on that person upon request (at no cost). Student will be asked to provide evidence of identity e.g. drivers license or bank card. Where an individual can show that information held about them is not accurate, current or complete, Gippsland Institute of Technology will take reasonable steps to correct that information.

6. Identifiers

- 6.1 Gippsland Institute of Technology will only assign unique identifiers to individuals where it is necessary or directed by legislation in order to carry out one or more of its functions or activities.
- 6.2 Gippsland Institute of Technology will not make this unique identifier available to others and will not adopt, as its own, a unique identifier that has been assigned by another agency (unless required by the Standards of Registered Training Organisations (RTOs) 2015 or by law).

Documents to be employed in conjunction with this policy and procedure

- Student and staff files and relevant documentation
- Academic records
- Enrolment forms
- SMS
- Commonwealth Privacy Amendment Act (2000)
- Victorian Information Privacy Act (2000)

Revision history

Creation/ Revision Date	Comment	Created/ Revised by
21/2/21	Policy and procedure created	CEO