



Privacy and Confidentiality Policy

Purpose

Greenwich English College Pty Ltd is required to gather information from students for the primary purpose of providing them with the courses of study for which they enrol. Related purposes of collection include correspondence with students, day-to-day administrative matters, provision of information about courses and events, the provision of information about associated services made available to and used by students (such as information technology) and compliance with legislative reporting requirements.

Scope

To cover all staff involved in the collection, maintenance, use and disclosure of student private information by Greenwich English College Pty Ltd.

This policy applies to all staff and students of Greenwich English College Pty Ltd.

Policy

This policy outlines that Greenwich English College Pty Ltd is committed to respect privacy and confidentiality in relation to the collection, maintenance, use, archive or disposal of student records/information. This information cannot be disclosed to a third party other than as described in the associated procedures.

Greenwich English College Pty Ltd is bound by the National Privacy Principles contained in the **Privacy Act 1988** and the **Privacy Regulation 2013**.

The collection and use of personal information must relate directly to the legitimate purposes of Greenwich English College Pty Ltd.

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

Greenwich English College Pty Ltd will take all reasonable measures to store personal information securely.

Individuals are entitled to have access to their own records, unless prevented by law.

Third party access to personal and health information may only be granted in accordance with the Privacy principles and Greenwich English College Pty Ltd policy and procedures.

Greenwich English College Pty Ltd will safeguard the confidentiality of information obtained on its behalf and will ensure that except as required under the Standards for Registered

Training Organisations 2015 or by law, information about students or staff is not disclosed to a third party without their written consent.

Definition

Student: any current or former student of Greenwich English College Pty Ltd.

Staff: any current or former member of academic or support staff employed by Greenwich English College Pty Ltd.

Personal Information: For the purpose of this policy 'personal information' means students personal information and includes assessments, individual student results, student results collated in a list with identification by student number, financial details and emergency contact details. This definition is in accordance with the definitions in the *Privacy Act 1988* and the *National Vocational Education and Training Regulator Act 2011*.

Personal information in relation to staff includes but is not limited to their contact details, qualifications and employment history.

Sensitive Information: personal information about an individual's racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, health status (either physical or emotional), disability, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record.

References

Issue of Qualifications & Statements of Attainment – Policy and Procedure
Records Management – Policy and Procedure
ASQA Standards for Registered Training Organisations 2015
National Vocational Education and Training Regulator Act 2011

Authorising Officer: _____ **Date:** _____ **Review Date:** _____

This policy is to be reviewed twelve (12) months from this date.