

PRIVACY POLICY

Standards for RTOs 2015 / RTO ESOS / VET Student Loan Rules, Section 94

0.1 Preamble - Federal Privacy Laws

New Federal Privacy Laws became effective from 21 December 2001. The legislation regulates the way RTO's can collect, use, keep secure and disclose personal information. RTO's are required to handle personal information in accordance with the National Privacy Principles as outlined in the legislation. The RTO is bound by the National Privacy Principles. An individual's right to keep their personal information private is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of your personal information.

1.0 Policy

La Trobe International Galleries PTY LTD TA Latrobe College of Art and Design (LCAD) is committed to the responsible handling of personal information and complies with the Privacy Act 2001. Information collected is only used for the purpose of delivery of our services and to comply with Government requirements and will not be released to a third party without the written consent, other than to the National Centre for Vocational Education Research, which the college is required to do under the conditions of its registration.

This statement does not extend to external web sites that have been linked from the Latrobe College of Art & Design web site.

We are bound by the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth) (Privacy Act). This Privacy Policy has been drafted in order to comply with the APPs.

By providing personal information to us, the student consents to our collection, use and disclosure of your personal information in accordance with this Privacy Policy and any other arrangements that apply between us.

2.0 What kind of information does LCAD, as a registered RTO, collect?

LCAD can collect information about:

- 2.1 Learners before, during and after the course of a learner's enrolment at LCAD;
- 2.2 Job applicants, staff members, volunteers and contractors; and
- 2.3 Other people who come into contact with LCAD.

3.0 Personal information you provide

LCAD will generally collect personal information held about an individual by ways of forms filled out, face-to-face meetings and interviews and telephone calls, emails, social media and other communications. On occasion, other parties may provide personal information.

4.0 Personal information provided by other people

In some circumstances LCAD may be provided with personal information about an individual from a third party, e.g. a report provided by a medical professional or a reference from another organisation or government body. If you provide information to us about other people, we encourage you to inform them that you have provided us with information.

5.0 How will LCAD use the personal information you provide?

The LCAD's primary purpose is for education and the duty of care of its learners. LCAD will use personal information from an individual for LCAD's primary purpose and for such other secondary purposes that are related to the primary purpose.

5.1 To keep learners informed about matters related to their training, through correspondence, newsletters, social media, direct contact and reports;

5.2 Day-to-day administration;

5.3 Looking after learners' educational, health and well-being;

5.4 To satisfy LCAD's legal obligations and allow LCAD to discharge its duty of care.

6.0 Consequences of not supplying information

If we do not obtain the information referred to above we may not be able to enrol you or continue your enrolment. If you do not agree to this, please advise LCAD in writing to the Course Coordinator.

7.0 Job Applicants, Staff members, visiting artists, outside industry people and contractors

In relation to personal information of job applicants, staff members, visiting artists, outside industry people and contractors, LCAD's primary purpose of collection is to assess and (if successful) to engage those people. The purposes for which LCAD uses this information include:

- 7.1 In administering the individual's employment or contract;
- 7.2 For insurance purposes;
- 7.3 Seeking funds and marketing for LCAD;
- 7.4 To satisfy LCAD's legal obligations, for example, in relation to child protection legislation
- 7.5 Have outside industry people give advice and assess our learner programs

8.0 Who might LCAD disclose personal information to?

The LCAD may disclose personal information, including sensitive information, held about an individual to:

- 8.1 To Another RTO, as required;
- 8.2 Government departments, including NECVER for data provision, as required;
- 8.3 Medical practitioners;
- 8.4 People providing services to LCAD, including guest lecturers, visiting artists, outside industry professionals and trainers/assessors;
- 8.5 Recipients of LCAD publications, like newsletters and magazines;
- 8.6 Anyone you authorise LCAD to disclose information to.

Privacy Notice

Under the *Data Provision Requirements 2012*, **LCAD** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **LCAD** for statistical, administrative, regulatory and research purposes. **LCAD** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys and data linkage;
- pre-populate RTO student enrolment forms;
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

9.0 How will LCAD treat sensitive information?

Sensitive information means:

Information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or a criminal record and health information. Unless you agree otherwise, or is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose.

10.0 Management and security of personal information

The LCAD has in place steps to protect the personal information LCAD holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to computerised records.

Security

Visitors should be aware that there are risks in transmitting information over the internet. The Latrobe College of Art & Design web site does not guarantee secure transmission of information over the internet. The college has had no issues in the past with students and others conveying personal information over the internet. If you have any concerns about the insecurity of the internet then you may wish to contact the Latrobe College of Art & Design by telephone 61(3) 9495 6633 or mail 138 Cromwell Street Collingwood

11.0 Updating personal information

The LCAD endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by LCAD by contacting administration at LCAD at any time.

12.0 You have the right to check what personal information LCAD holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which LCAD holds about them and to advise LCAD of any perceived inaccuracy. To make a request to access any information LCAD holds about you or your child (if they are under 18), please email the college at admin@latrobecollege.edu.au. LCAD will contact you to verify your identity. Where a secondary person wishes to access the individual's information, proof that they have the authority to do so must be provided. Further information may be obtained by contacting the office of the Federal Privacy Commissioner www.privacy.gov.au

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