

PERSONAL INFORMATION AND PRIVACY

PRIVACY NOTICE

As a registered training organisation (RTO), AFTT collects student's personal information so we can process and manage each enrolment in a vocational education and training (VET) course with AFTT.

AFTT uses student's personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

AFTT 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 each student 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.

AFTT are also authorised by law (under the NVETR Act) to disclose personal information to the relevant state or territory training authority.

The NCVER will collect, hold, use and disclose personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Any 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 any personal information to any overseas recipients.

For more information about how the NCVER will handle personal information, please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at

<https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

You 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 you may opt out of the survey at the time of being contacted.

At any time, you may contact the **Academy of Film, Theatre & Television (AFTT)** to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Academy of Film, Theatre & Television (AFTT)

02 9281 2400 / info@afft.edu.au / <https://www.afft.edu.au/admissions/domestic-students/policies-procedures>

SCOPE

This is a statement of the Academy of Film, Theatre & Television's (AFTT) approach to protecting the privacy and personal information of students and staff.

The *Privacy Act 1988* regulates the way the individual's personal information is handled in Australia. It allows you to know why your personal information is being collected, how it will be used and who it will be disclosed to. You may look up your rights and other information about the Privacy Act at the website of the Office of the Australian Information Commissioner (OAIC), <https://www.oaic.gov.au/privacy-law/rights-and-responsibilities>.

AFTT respects your rights to privacy under the Privacy Act and complies with all the Privacy Act's requirements in respect of the collection and management of your personal information.

AFTT complies with the requirements of the Australian Privacy Principles (APP) contained in *Schedule 1* of the Privacy Act covering the collection, use, disclosure and storage of personal information. All AFTT students and staff are entitled to receive a copy of the Australian Privacy Principles Fact Sheet 17 (January 2014). It is available from Reception, our website, www.aftt.edu.au, or the OAIC at <https://www.oaic.gov.au/resources/individuals/privacy-fact-sheets/general/privacy-fact-sheet-17-australian-privacy-principles.pdf>

AFTT allows you to make written application through Reception to receive within a reasonable period, a copy of your personal information held on file and have it corrected if it is incorrect.

If you believe that AFTT has breached your privacy, please contact the Administration Coordinator and provide details of the incident so we can investigate it. Students may complain about a breach of the APP in accordance with the AFTT Complaints and Appeals Policy #06.07 (*refer Student Handbook; AFTT website*). Staff may make a written complaint directly to the Campus Manager.

DEFINITIONS

Personal Information

The Privacy Act 1988 defines personal information as:

...information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable.

The Office of the Australian Information Commissioner offers common examples at

<https://www.oaic.gov.au/privacy-law/privacy-act/>, such as an individual's name, signature, address, telephone number, date of birth, medical records, bank account details and commentary or opinion about a person.

Individuals

Individuals include all staff (*employees, contractors, industry consultants, guest lecturers*) and all students (*domestic, international*) directly engaged in the functions and activities of AFTT.

For definitions not listed here please refer to AFTT's Glossary.

POLICY

This policy outlines AFTT's approach to protecting the privacy of our students.

AFTT complies with the requirements of Clause 23 of Schedule 1A of the Act and the Information Privacy Principles set out in the Privacy Act 1988 in relation to the collection of information relating to students.

AFTT will allow a student to apply for and receive a copy of the personal information that the provider holds in relation to that student.

PROCEDURE

Collection of information

AFTT will not collect personal information unless:

- the information is collected for a purpose directly related to the AFTT's functions or activities;
- the collection of the information is necessary for, or directly related to that purpose;
- the information is required or authorised by or under an Australian law or a court/tribunal order.

Sensitive information will not be collected about an individual unless the individual consents to the collection of the information.

AFTT will take reasonable steps to ensure that:

- the personal information collected is relevant to the AFTT's purpose and is up to date, complete and accurate; and
- the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual.

Means of Collection

Personal information will only be collected by lawful and fair means.

AFTT will collect personal information about an individual only from the individual unless:

- the individual consents to the collection of the information from someone other than the individual;
- the organisation is required or authorised by or under an Australian law, or a court/tribunal, to collect the information from someone other than the individual; and
- it is unreasonable or impracticable to do so.

If AFTT receives unsolicited personal information about an individual that is outside the scope of its functions and activities, that information will be destroyed or de-identified as soon as practicable but only if it is lawful and reasonable to do so.

Notification of the collection of personal information

Where personal information is collected for inclusion in a record or in a generally available publication related to the AFTT's functions or activities, AFTT will take 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 individual concerned is generally aware of:

- the purpose for which the information is being collected and consequences of non-collection of that information;
- the fact that the collection of the information is authorised or required by, or under law; and
- with whom the information may be shared (*such as the Australian Government or Tuition Assurance Scheme*).

Use or Disclosure

Personal information about an individual that was collected for a particular purpose will not be used or disclosed for another purpose to a person, body or agency (*Australian or international, other than the individual concerned*) unless:

- the individual concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency;
- the individual concerned has consented to the use or disclosure;
- AFTT 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 individual 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.

AND for international students only:

- the disclosure of the information is required or authorised by or under an international agreement relating to information sharing to which Australia is a party; and
- the disclosure of the information is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of, an enforcement body or similar.

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, the record-keeper shall include in the record containing that information a note of the disclosure.

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.

Should a student need to receive contact from an AFTT staff member regarding their course assessments/projects/ productions, some of which occur off-site, the student's contact number or email will be issued accordingly. During production periods, students may require each other's contact details to coordinate meetings, external shoots and general collaboration. In such circumstances, the AFTT may distribute the mobile and email contacts amongst the group members for this purpose. The student is provided with the opportunity to state any objection to such disclosures when completing the Student Handbook declaration.

Unique Student Identifier (USI)

Since 1 January 2015, all students undertaking nationally recognised training in Australia need to have a Unique Student Identifier (USI), a reference number made up of numbers and letters.

The USI creates a secure online training record that you can access anytime and anywhere, for life. It is linked to the *National Vocational Education and Training (VET) Data Collection*, and this means your nationally

recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

All prospective students, both domestic and international, must create a free USI at <http://www.usi.gov.au/Pages/default.aspx> and include their USI on the AFTT Enrolment Form. You also need to provide AFTT with a screenshot/photo of your USI to confirm its accuracy for our data entry. The AFTT enrolment process cannot be finalised without the prospective student's verified USI.

Under law, AFTT cannot create a qualification testamur/record of results or a statement of attainment for a student without their authentic, verified USI. For privacy, AFTT will destroy your USI verification (screenshot/photo) by deleting electronic copies and shredding paper versions within 40 days of your course completion.

Marketing

Personal information about an individual (past graduate or present or potential student/ staff member) may not be used or disclosed for the purpose of marketing AFTT unless:

- the AFTT has collected the information from the individual; **and**
- the individual would reasonably expect the AFTT to use or disclose the information for that purpose; **and**
- the individual has been provided with the option of objecting to participating in, or receiving, marketing communications and the student has not objected; **or**
- the individual has given express permission to AFTT for the purposes of marketing.

Security and storage of personal information

AFTT will ensure:

- that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against misuse, interference and loss, against unauthorised access, modification or disclosure, and against destruction or de-identification; and
- that if it is necessary for the record to be given to a person in connection with the provision of a service to the provider, everything reasonably within the power of the provider will be done to prevent unauthorised use or disclosure of information contained in the record.

The organisation will maintain a record setting out:

- the nature of the records of personal information kept by or on behalf of the record-keeper;
- the purpose for which each type of record is kept;
- the classes of individuals about whom records are kept;
- the period for which each type of record is kept;
- who is entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access; and
- the steps that should be taken to obtain access to that information.

POSITIONS RESPONSIBLE

- Administration
- Student Admissions
- Heads of Department
- Campus Manager

RELATED LEGISLATION

This policy complies with the requirements of the following RTO standards:

Standards for Registered Training Organisations 2015:

Standard 2.2, Standard 3.4, Standard 3.6, Standard 6.2, Standard 6.5, Standard 7.5 and Standard 8.1.