

PERSONAL INFORMATION AND PRIVACY

Policy #06.03
Policy Area: Students and Staff

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.

1. Collection of information

AFTT will not collect personal information unless:

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

2. 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;
- 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.

3. 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 school'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;
- with whom the information may be shared (*such as the Australian Government or Tuition Assurance Scheme*).

4. 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;
- 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 school 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.

5. 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.

6. Marketing

Personal information (*other than sensitive information*) about an individual may be used or disclosed for the purpose of marketing AFTT if:

- the school collected the information from the individual; and
- the individual would reasonably expect the school to use or disclose the information for that purpose; and
- the individual is provided with the option of not participating in, or receiving marketing communications by making their objection known in the Student/Staff Handbook declaration or notifying Reception, and such a request has not been made.

Personal information (*other than sensitive information*) about an AFTT graduate may be used or disclosed for the purpose of marketing if:

- the school collected the information when the graduate was a student at the school; and
- the graduate would reasonably expect the school to use or disclose the information for that purpose; and
- the graduate is provided with the option of not participating in, or receiving marketing communications by notifying Reception and such a request has not been made.

OR

- the school collected the information when the graduate was a student at the school; and
- the graduate consented to the use or disclosure of the information for that purpose while a student at the school; or
- it is impracticable to obtain that consent; and
- the school takes reasonable steps to draw the graduate's attention to the option of not participating in, or receiving marketing communications by notifying Reception and such a request has not been made.

7. 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.

8. Definitions

8.1 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.

8.2 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.

9. Positions Responsible

- Administration
- Student Recruitment and Admissions
- Marketing
- Teachers/ Assessors
- Heads of Department
- Compliance Manager
- Senior management
- Campus Manager
- Chief Executive Officer

10 Publication

This policy is published on the AFTT website, www.aftt.edu.au, and is available from Reception upon request.

11. Standards Alignment

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

11.1 Standards for Registered Training Organisations 2015:

- Standard 2.2: The RTO:
 - b) systematically evaluates and uses the outcomes of the evaluations **to continually improve the RTO's training and assessment strategies and practices**. Evaluation information includes but is not limited to quality/performance indicator data collected under

Clause Standard 0. , validation outcomes, client, trainer and assessor feedback and complaints and appeals.

- Standard 3.4: Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to current and past learners.
- Standard 3.6: The RTO meets the requirements of the Student Identifier scheme, including:
 - a) verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;
 - b) ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the *Student Identifiers Act 2014*;
 - d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.
- Standard 6.2: The RTO has an appeals policy to manage requests for a review of decisions, including assessment decisions, made by the RTO or a third party providing services on the RTO's behalf.
- Standard 6.5: The RTO:
 - a) securely maintains records of all complaints and appeals and their outcomes; and
- Standard 7.5: The RTO provides accurate and current information as required by the *Data Provision Requirements* as updated from time to time.
- Standard 8.1: The RTO cooperates with the VET Regulator:
 - a) by providing accurate and truthful responses to information requests from the VET Regulator relevant to the RTO's registration;
 - b) in the conduct of audits and the monitoring of its operations;
 - c) by providing quality/performance indicator data;
 - d) by providing information about substantial changes to its operations or any event that would significantly affect the RTO's ability to comply with these standards within 90 calendar days of the change occurring;
 - e) by providing information about significant changes to its ownership within 90 calendar days of the change occurring; and
 - f) in the retention, archiving, retrieval and transfer of records.

12. Approval

This policy was approved by the CEO on 14 March 2016.