

<b>Title of Policy:</b>	<b>Personal Information Policy - Students</b>
<b>Purpose of Policy:</b>	The purpose of this policy is to regulate the collection, management, use and disclosure of personal information to maintain and protect the privacy of student details in accordance with the NSW Privacy and Personal Information Protection Act 1998 / Privacy Act 1988. This policy reflects the College's commitment to building a culture of integrity, equity and social justice as an integral part of its mission.
<b>Scope of Policy:</b>	This Policy will include: <ol style="list-style-type: none"><li>1. The purpose of collecting personal information</li><li>2. Consent to collect and use personal information</li><li>3. Record keeping</li><li>4. Access to personal information</li><li>5. Grievance procedures for breaches of personal information</li></ol>
<b>Definition of Terminology:</b>	<p>"Personal Information" refers to information captured in writing, electronically and/or verbally that would allow an individual to be identified. Examples of personal identifiers are name, date of birth, physical characteristics, prior academic credentials physical and postal address. .</p> <p>"ACAP" refers to the Australian College of Applied Psychology Pty Ltd</p> <p>"Navitas" refers to Navitas Limited, the parent company of ACAP</p> <p>"ATO" refers to the Australian Taxation Office</p> <p>"DEEWR" refers to the Commonwealth Department of Education, Employment and Workplace Relations</p>
<b>Policy Content:</b>	<ol style="list-style-type: none"><li><b>1. Purpose of collecting personal information</b><p>Personal information collected is directly related and required for the purpose which the information is being obtained. The Australian College of Applied Psychology will only make personal information available as is required or authorised by or under law.</p></li><li><b>2. Consent to collect and use personal information</b><p>Students must give informed consent to their information being provided to the Australian government and for use in statistical reporting to external parties. ACAP may also make information available to organisations that have articulation or professional developmental agreements if it deems providing the information will be beneficial to the student. The information may be disclosed to parties such as, but not limited to, the ATO, DEEWR, Navitas, and TAFE.</p></li><li><b>3. Record keeping</b><p>Personal information collected in physical format will be kept in a secured student compactus for the life of the student's study at ACAP and then sent to a secured archival provider where it is kept for 30 years before being destroyed. Information kept electronically will have the necessary security features and licenses to prevent unauthorised access. If a grievance has been lodged, records of the grievance and its outcomes will be kept separate from the file for 5 years and only parties directly involved in the grievance may access the information.</p></li><li><b>4. Access to personal information</b><p>A student is able to obtain access to their own personal information that ACAP holds, by formal written request and at no cost. Amendments to personal information, held by ACAP, must be in writing and will be reviewed by the Registrar or Registrar's delegate at ACAP. If access or amendments to personal information is refused, reasons will be stated in a written reply and will be in compliance with relevant laws and or governance.</p></li></ol>

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Students are able to obtain access to some personal information (such as



Assessment Results) when visiting secure areas of the College's website. This can only be done by using login name and password to ensure that the information is displayed only to the intended person. Students should ensure the security of their password.

#### 5. Grievance for breaches of personal information

If personal information has been generally published without prior consent or if the information has been misused and collected for reasons other than stated in point 1 of this policy, the Non-Academic Appeals and Grievances procedure will apply and anyone concerned may make their application through that procedure.

<b>Person Responsible for Policy (and its review):</b>	Registrar
<b>Person/s Responsible for Implementation:</b>	Registrar
<b>Procedure for Implementation:</b>	This policy will be published on or in: ACAP website Student Handbook Educator Handbook
<b>Relevant Forms:</b>	Non-Academic Appeals and Grievances Form
<b>Record Keeping Requirements:</b>	Keep records for 30 years before destroying
<b>Location of Records:</b>	Student compactus at each campus, electronic records
<b>Policy Developed By:</b>	Finance
<b>Policy Endorsed By:</b>	Executive Management
<b>Policy Complies with: (external authority)</b>	Privacy Act 1988 Higher Education Support Act Australian Council of Private Education and Training National Privacy Principles
<b>Related policies/procedures:</b>	Non-Academic Appeals and Grievances procedure
<b>Policy Version Control Number:</b>	1 / 22 Aug 2008