

### PRIVACY POLICY

#### Policy Statement

The Australian Shiatsu College (ASC) acknowledges and respects the privacy of current, past and prospective students and staff. We advise that much of the information that you may have provided to, or may be asked to provide to ASC is 'personal information'. This information is normally collected for the purposes of processing your application, enrolment or inquiry for an ASC course or activity, or in the case of staff your employment. Information that we collect will be used for keeping you informed of upcoming events, improving the student experience and assisting us in improving and marketing our services to you.

We are committed to the maintenance of your privacy and the responsible handling of personal information in accordance with relevant legislation.

ASC values the privacy of every individual and handles personal and health information in accordance with the privacy principles contained in *the Privacy and Data Protection Act 2014 (Vic)*, the *Health Records Act 2001 (Vic)* and other relevant legislation.

#### Purpose

The purpose of this policy is:

- To protect the fundamental right to privacy with respect to the processing of personal, sensitive and health information;
- To protect the right to confidentiality with regard to information relating to the personal affairs of an individual that may be considered private;
- To assure compliance with relevant privacy and data protection legislation; and
- To establish principles of transparency and fairness for the management of personal, health, sensitive or confidential information at The Australian Shiatsu College.

#### Responsibility

This policy applies to all staff and students of ASC. The College Directors equally have the responsibility for ensuring compliance with this policy.

#### Scope

This policy covers the management of all personal, sensitive and health information at The Australian Shiatsu College no matter how collected or stored.

The policy is applicable to all staff and students within The Australian Shiatsu College. The policy is applicable to any external providers and contractors contracted by The Australian Shiatsu College who may collect, access, use, disclose or manage personal, sensitive, health and confidential information relating to staff, students or any other individual whose information may be collected.

#### Access to your information

You have a right of access to, and alteration of personal information concerning yourself held by The Australian Shiatsu College, in accordance with Government Legislation.

### Privacy Protection Practices at The Australian Shiatsu College

1. Management of personal, sensitive, health and confidential information (relating to an individual)
  - ASC is committed to the responsible handling, and open and transparent management, of personal, sensitive, health and confidential information and to protecting the right to privacy of individuals whose information it holds.
  - ASC must not act or engage in a practice that breaches any relevant privacy or data protection legislation in Victoria, Australia, except where other Victorian or Australian legislation specifically requires or allows the practice.
  - Provisions within this policy also apply to unsolicited personal information received.
  
2. Basic privacy and confidentiality principles
  - ASC will:
    - Collect only that information necessary to fulfil ASC functions and activities;
    - Advise individuals of the purpose of collection and their rights to access that information;
    - Use the information only for the purpose for which it was collected, for related secondary purposes, with consent or as required or permitted by law;
    - Manage all data or privacy breaches and always consider, in a non-self-serving manner, notification to impacted individuals;
    - Do not use or disclose personal information for the purpose of direct marketing, unless an exemption applies or unless express consent has been obtained from the individual.
    - Endeavour to ensure that information is accurate, complete and up-to-date;
    - Ensure the security of information and its proper storage, archiving or disposal in accordance with appropriate recordkeeping standards and information technology safeguards.
    - By arrangement, enable individuals to access their data and make appropriate corrections, in accordance with relevant access procedures;
    - Collect and use sensitive information only in accordance with this policy, or where required or permitted by law.
    - Collected data that is shared with third party/government agencies, eg NCVER, for reporting compliance purposes, will be gathered only for that purpose, and stored securely. Such data includes USI and demographic data . Details on USI privacy policies can be found here:  
<https://www.usi.gov.au/about-us/privacy>

### Privacy enquiries and complaints

For any privacy related enquiries please contact Jason Chong, Executive Manager (Quality and Compliance), 103 Evans St, Brunswick VIC 3056, Australia.

If you have a complaint regarding the way your personal information has been handled please put it in writing and address it to Jason Chong, Executive Manager (Quality and Compliance), 103 Evans St, Brunswick VIC 3056, Australia. We will acknowledge receipt of your complaint within 14 days, and endeavor to provide a full response within 30 days of receipt. Should you be dissatisfied with our response, you may lodge your written complaint with the Victorian Privacy Commissioner at <https://www.privacy.vic.gov.au>

If you have a query regarding our student clinic privacy policy, please contact our Executive Manager (Quality and Compliance), who will be happy to discuss the matter with you.

### Important Information

- Information is correct at time of creation but may change without notice.

### Relevant Documents

- ASC Prospectus
- Charter of Student Rights & Responsibilities
- ASC Enrolment form- Privacy Statement
- Student Clinic Privacy Policy
- Privacy Consent Form

### Reference:

- *Privacy and Data Protection Act 2014* (Vic)
- *Health Records Act 2001* (Vic)
- *Surveillance Devices (Workplace Privacy) Act 2006* (Vic)
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- VRQA Guidelines for VET Providers (Guideline 1.3)
- AQTF Essential Conditions and Standards for Continuing Registration (Condition 3 & Standards 2: element 1, 2, 3, 6 & 7, 3: elements 1, 2, 3 & 4)
- Contract Notifications CN No 2014-09 & CN No 2014-06 <sup>[L]</sup><sub>[SEP]</sub>
- Victorian VET Student Statistical Collection Guidelines – 2020
- USI Privacy : <https://www.usi.gov.au/about-us/privacy>
- NCVET Privacy Policy: <https://www.ncver.edu.au/privacy>