

Privacy and Personal Information Policy

Date of Approval by Governing Board: 1st Oct '15

Date of review: Oct '19

1. Purpose

1.1 This policy aims to ensure that *Leaders Institute (LI)* meets its legal and ethical requirements in regard to the collection, storage and disclosure of personal information it holds in regard to its student population, staff, other clients and interactions with external organisations.

2. Principles

2.1 In collecting personal information LI will comply with the requirements set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2001.

2.2 LI is committed to ensuring the confidentiality, integrity and security of all information.

2.3 A student's personal information will be used by LI in a variety of ways throughout a their time at LI. Typically, students' personal information will be used to:

- process applications;
- manage study plans;
- manage course timetabling;
- set, receive and grade coursework, assessment and examinations;
- record course grades and outcomes;
- monitor academic progression including academic standing and exclusion;
- deliver student services including health and counselling services;
- manage complaints and student misconduct allegations;
- verify qualifications;
- process graduations;
- process scholarships, prizes and sponsorships;
- operate student organisations managed by LI or by affiliated third parties, or other activities offered by LI;
- provide students with services they have requested from LI or may be interested in receiving including further study options and becoming associate alumni;
- provide data to government departments to fulfill mandatory reporting requirements;
- undertake reviews, questionnaires and surveys of the student population and of those who graduate or leave LI; and
- run student representative elections.

3. Roles and Responsibility

3.1 CEO is responsible to ensure that the policy is regularly reviewed and updated across all departments in the Institute.

3.2 Registrar or delegated authority is responsible to ensure that accurate information is recorded on the student management system.

3.3 Current and prospective students are responsible to ensure that they provide accurate information during the time of enrolment and during their tenure at the Institute.

4. Scope

4.1 This policy is applicable to all current and prospective students of the Institute.

4.2 This policy should be read in conjunction with the following documents:

- *Privacy and Personal Information Procedures*
- *Privacy Act 1988*
- *Privacy Amendment (Private Sector) Act 2001*

Privacy and Personal Information Procedure

1. Context

- 1.1 In collecting personal information Leaders Institute (LI) will comply with the requirements set out in the *Privacy Act 1988* and the *Privacy Amendment (Private Sector) Act 2001*.
- 1.2 LI is committed to ensuring the confidentiality, integrity and security of all information.

2. Procedures

Listed below are the details of how LI will collect and store the information:

2.1 Collection of information

- 2.2 In the course of its business, Leaders Institute will collect information from students, potential students, and other clients either electronically or in hard copy format; including information that personally identifies individual people.
- 2.3 Leaders Institute will record various communications between the organisation and students, prospective students, other clients and associated organisations.
- 2.4 Leaders Institute will only collect personal information by fair and lawful means that is necessary for the functions of Leaders Institute.

3. Use of information

- 3.1 The information supplied by individuals will only be used to provide information about study opportunities, to enable efficient administration, and to maintain proper student and client records. If an individual chooses not to provide certain information, then we may be unable to provide some services or provide appropriate information.

4. Disclosure of personal information

- 4.1 Personal information about students studying with Leaders Institute may be shared with the Australian Government and designated authorities, such as Tertiary Education Quality Standards Agency (TEQSA). This information includes personal and contact details, course enrolment details and changes, and circumstances related to funding (if applicable).
- 4.2 Leaders Institute will not disclose an individual's personal information to another person or organisation unless:
 - a) the individual concerned is reasonably likely to have been aware, or made aware, that information of that kind is usually passed to that person or organisation
 - b) the individual concerned has given written consent
 - c) Leaders Institute 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 concerned or of another person
 - d) the disclosure is required or authorised by or under law
 - e) 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.

- 4.3 Any person or organisation to whom personal information is disclosed as described in this policy is not permitted to use or disclose the information for a purpose other than the purpose for which the information was supplied to them.
- 4.4 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, Leaders Institute shall include in the record containing that information, a note of the disclosure.

5. Security of personal information

- 5.1 Leaders Institute will take all reasonable steps to ensure that any personal information collected is:
- relevant to the purpose for which it was collected
 - up to date
 - complete
 - accurately recorded.
- 5.2 Leaders Institute will store securely all records containing personal information and take all reasonable security measures to protect personal information collected from unauthorised access, misuse or disclosure.

6. Right to access records

- 6.1 Individuals have the right to access or obtain a copy of the personal information that Leaders Institute holds about them. Requests to access or obtain a copy of personal information must be made in writing and sent to Leaders Institute.

76 Park Road, Woolloongabba 4102

Or

An email can be sent for the same on: admin@leaders.edu.au

- 6.2 There is no charge for a student to access personal information that Leaders Institute holds about them; Individuals will be advised of how they may access or obtain a copy of their personal information and the applicable fees within ten (10) working days of receiving their written request.

7. Amendment to records

- 7.1 If an individual considers the personal information that Leaders Institute holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.
- 7.2 Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

8. Publication

- 8.1 This *Privacy and Personal Information Policy* will be made available to students and prospective students by publication on the website.
- 8.2 In order to ensure that students have given their informed consent for their personal information to be disclosed to certain third parties as outlined in this policy, Leaders Institute will ensure all students are informed of this policy and procedure and how to access them prior to enrolment.