

PRIVACY POLICY AND PERSONAL INFORMATION POLICY

INTRODUCTION

The policies of Australian College of Christian Studies (ACCS) relating to Privacy and the collection and handling of personal information are governed by the following Acts:

1. NSW Privacy and Personal Information Protection Act 1998,
2. The Commonwealth Privacy Act 1988, and
3. The Commonwealth Higher Education Support Act 2003.

In the course of its business, ACCS (“the College”) may collect information from students or potential students, either electronically or in hard copy format, including information that personally identifies individual users. The College may also record various communications that students or potential students have with us.

Collection and use of personal information

The College will only collect personal information by fair and lawful means which is necessary for the functions of the College and is committed to ensuring the confidentiality and security of the information provided to us.

The personal information supplied by individuals to the College will only be used to provide information about study opportunities, course administration, academic information and to maintain proper academic records. If an individual chooses not to give the College certain information the College may be unable to enrol the individual in a course or supply them with appropriate information.

Disclosure of personal information

The College 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 to the disclosure;
- c. the College 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; or
- 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.

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 College shall include in the record containing that information a note of the disclosure.

Personal information about students studying with the College may be shared with the Australian Government and designated authorities as required by law.

Any person or organisation to whom personal information is disclosed as described in this procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

Commonwealth assistance

Personal information may also be collected to assess an individual's entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and to allocate a Commonwealth Higher Education Student Support Number (CHESSN). The College will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR may disclose information to the Australian Taxation Office. Personal information gathered for these purposes will not otherwise be disclosed without the individual's consent unless required or authorised by law.

Security of personal information

The College will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up to date and complete.

The College 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.

Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that the College holds about them. Students are informed about this right during the orientation session and the information is also available in the Student Orientation Handbook. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for a student to access personal information that the College holds about them; however we may charge a fee to make a copy. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. 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.

Written requests for access to or to obtain a copy of personal information held by the College should be sent to:

**The Registrar
ACCS
PO Box 1015
Miranda NSW 1490**

Publication

These Privacy and Personal Information Procedures will be made available to students and prospective students by publication on the College's website (www.ccs.edu.au). 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 procedure, the College will advise students on enrolment about these procedures and where they are located.