



## Privacy Policy

**Purpose:** *the purpose of this policy is to ensure that respect for the privacy of student, staff and business information is implemented and monitored.*

Nicolie O'Neill Kinesiology complies with the 13 Australian Privacy Principles in all areas of the organisation. We recognise that "personal information" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion."

### Procedures

As a part of our functioning as a Registered Training Organisation Nicolie O'Neill Kinesiology holds personal information regarding our students. All information collected is necessary for the conduct of our business as an educational institution. The information collected is used for a variety of purposes including:

- student admission
- enrolment and student progression
- provision of student and training services
- archival purposes
- mandatory reporting to external agencies which will include Government Departments

Students can ask us to provide them with access to their personal information. All student information including results is held in each student's file and can be accessed by making an appointment with the Training Coordinator during office hours.

### Collection of information

Personal information will not be collected unless:

- the information is collected for a purpose directly related to students; and
- the collection of the information is necessary for or directly related to that purpose.

Personal information will not be collected by unlawful or unfair means.

Where personal information is collected for inclusion in a record or in a generally available publication Nicolie O'Neill Kinesiology 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 Student concerned is generally aware of:

- the purpose for which the information is being collected;
- if the collection of the information is authorised or required by or under law the fact that the collection of the information is so authorised or required; and
- with whom the information may be shared (such as the Australian Government or Tuition Assurance Scheme).

Where Nicolie ONeill Kinesiology solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that:

- the information collected is relevant to that purpose and is up to date and complete; and
- the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the Student.

### **Storage and security of personal information**

Nicolie ONeill Kinesiology will ensure:

- that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; 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 VET Provider, everything reasonably within the power of the VET Provider will be done to prevent unauthorised use or disclosure of information contained in the record.

Nicolie ONeill Kinesiology will not use the information without taking reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete. The information will not be used except for the purpose to which the information is relevant.

### **Disclosure**

Nicolie ONeill Kinesiology will not disclose the information to a person, body or agency (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 disclosure;
- Nicolie ONeill Kinesiology 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 student 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.

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.

## **Student Records Management**

### Confidentiality Agreement

All employees will sign the *Staff Commitment Form* agreeing to abide by the conditions of Nicolie ONeill Kinesiology that no student or client information will be released without the approval of:

- a student or client and
- the manager

### Record Keeping for Students Exited

- If a student has left the training program, the information relating to them will be kept in a locked filing cabinet, for a period of no less than five years. Details of qualifications and Statements of Attainment issued will be stored for 30 years.
- Financial files are stored under the same conditions for a minimum of 5 years.
- After archiving, individual files are shredded in a secure, confidential manner.
- This information is only accessible to the staff relevant to the student.
- Students have the right to read any personal information about them that is kept by Nicolie ONeill Kinesiology.
- Requests for access to files must be made in writing to the Manager who should ensure access to the customer within 30 days.

### Record Keeping for Current Students

- All student records will be kept in a locked filing cabinet and accessed by the staff member relevant to the student.
- An individual file is to be created for each student containing the following:
  - course enrolled in and assessment details
  - qualifications completed and certificates issued
  - statements of attainment issued
  - complaints
  - fee information
  - correspondence from/to other agencies.
- The keys to the filing cabinet shall be held by the Manager and nominated staff.
- Electronic files will be accessed via a confidential password.



**O'NEILL KINESIOLOGY COLLEGE**

*Creating Your Happiness and Vibrant Wellbeing*

**Form 2: Release of Information**

I ..... hereby give permission for the release of

confidential information by Nicolie O'Neill Kinesiology Pty Ltd, to

.....

Information to be released:

.....

.....

.....

**Signed:** .....

**Date:** .....

**Witnessed by (print name):**.....

**Witness signature:**.....