

## PRIVACY POLICY-STUDENT

### 1. Purpose

To ensure College of Event Management maintains the privacy of personal information provided by staff, students and participants.

### 2. Scope

This policy describes how College of Event Management will comply with the *Commonwealth Privacy Act 1988* and the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988) and the Australian Privacy Principles in the way it collects, uses, secures and discloses personal information.

### 3. Procedure

#### 3.1 Data Collection

In order to provide training and assessment services College of Event Management must collect personal information from staff and students. This information is required to be reported to ASQA under the requirements of the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS).

Information collected includes:

- a) Name
- b) Address
- c) Contact details (telephone)
- d) Date of Birth
- e) Gender
- f) Country of birth
- g) Language spoken at home
- h) Level of English spoken
- i) Disability information
- j) Highest secondary schooling completed
- k) Other qualifications completed
- l) Current employment status
- m) Indigenous Status

College of Event Management will only collect personal information by fair and lawful means.

The Student Agreement completed by students contains a disclaimer outlining how personal information is collected and how it is to be used. Students are required to sign the disclaimer as their agreement to the use of their personal information.

### **3.2 Use and Disclosure**

The information collected for the purpose disclosed at the time of collection will not be used for any other purpose without first obtaining consent from the student or participant, unless authorised or required by law.

We will only use and disclose personal information to:

- a) Establish and maintain student and participant relationships
- b) Provide the products and services as required by the student and participant
- c) Administer and manage those products and services
- d) Report to state/territory registering bodies in relation to training services provided

### **3.3 Training Partners and Industry Engagement Hosts**

Our Training Partners and Industry Engagement Hosts who require personal information to provide a legitimate service, are also bound by these terms of privacy to ensure that student personal information remains protected at all times.

## **4. Use of Internet**

The internet may be used to transmit student personal information from delivery sites to other sites and to state registering bodies. Security of data transmitted to state and territory registering bodies is managed by the respective bodies and we have taken all reasonable steps to protect and secure personal information when using the internet.

## **5. Data Quality**

We will ensure that personal information is accurate, complete and up-to-date. Students and participants are encouraged to help us keep their personal information accurate, complete and up-to-date by contacting and informing us of any changes.

## **6. Access to Records**

Student and participant personal information is available by contacting the Registrar or a nominee. Access to personal information will be controlled at all times, and will only be provided if written consent is obtained by the student is required to be disclosed by law.

Depending on the nature of the request, we will endeavour to respond within 5 working days.

## **7. Privacy Concerns**

Students are able to raise any concerns they may have regarding personal information handling practices by contacting the Registrar or a nominee.

## **8. Policy Statement**

The following policy statement is published on the CoEM website.

*We will not disclose any information that we gather about our staff, students or participants to any third party. We use the information collected only for the services we provide. No staff, student or participant information is shared with another organisation. If staff, student or participant information is required by a third party we will obtain written consent from the relevant staff, student or participant prior to release of any information.*

Students requiring access to their information should contact [studentservices@coem.edu.au](mailto:studentservices@coem.edu.au)