



New England College is the trading name of **New England Institute of Technology Pty Ltd**
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NEC Campuses:

Head office

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151 Wellington Road
East Brisbane, QLD 4169, Australia

New England College

Sydney Campus:

11 Parkes St, Harris Park,
NSW 2150, Australia

DOCUMENT CONTROL

Version History

Version		
V1.1	01.07.17	Published

Review Process:

This policy shall be reviewed annually in compliance with education industry standards including the Australian Privacy Principles (APPs) set out in the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Next Review Due: **June 2018**



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Privacy and Security Statement

1. Overview

New England College takes great care to ensure that information collected is accurate and used correctly. New England College staff members treat all personal information with the utmost level of confidentiality.

In collecting personal information New England College will comply with the requirements of the Australian Privacy Principles (APPs) set out in the *Privacy Act 1988 (Cth)* as amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

2. Collection and use of personal information

New England College will only collect personal information from individuals by fair and lawful means which is necessary for the functions of New England College. New England College will only collect **sensitive information** with the consent of the individual and if that information is reasonably necessary for the functions of New England College.

The information requested from individuals by New England College will only be used to provide details of study opportunities, to enable efficient course administration, to maintain proper academic records, to assess an individual's entitlement to VET Student Loan assistance, to allocate a Commonwealth Higher Education Student Support Number (CHESSN), and to report to relevant government agencies as required by law. If an individual chooses not to give New England College certain information then New England College may be unable to enrol that person in a course or supply them with appropriate information.

3. Disclosure of personal information

Personal information about students studying with New England College may be shared with the Australian Government and designated authorities, including the Australian Skills Quality Authority (ASQA), the Commonwealth Department with responsibility for administering the *Higher Education Support Act 2003*, the Tuition Assurance Scheme manager (ACPET) and organisations that run courses in conjunction with New England College. This information includes personal and contact details, course and unit enrolment details and changes.

New England 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) New England 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, New England College shall include in the record containing that information a note of the disclosure.

Any person or organisation that collects information on behalf of New England College or 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 collected by them or supplied to them.

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, New England College will advise students on enrolment about these procedures and where they are located.

4. Security and integrity of personal information

New England College is committed to ensuring the confidentiality, security and integrity of the personal information it collects, uses and discloses.

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

New England College will store securely all records containing personal information and take all reasonable security measures to protect personal information it holds from misuse, interference, loss, unauthorised access, modification or disclosure.

Where New England College has no further use for personal information for any purpose disclosed by New England College, or is no longer required to maintain that personal information, all reasonable steps will be taken to destroy or de-identify the information.

5. Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that New England College holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for an individual to access personal information that New England College holds about them; however New England College 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. Where it is reasonable to do so, access to the information will be provided in the manner requested by the individual.

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 as soon as practical. Where an individual 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. There is no charge for making a request to correct personal information.



Written requests for access to, to obtain a copy of, or correct personal information held by New England College should be sent to:

PEO
New England College
PO Box 7185, East Brisbane, QLD 4169

6. Complaints about an alleged breach of the APPs

Where an individual believes that New England College has breached a Privacy Principle in relation to that individual they may lodge a complaint using New England College's grievance handling procedures which enables students and prospective students to lodge grievances of a non-academic nature, including grievances about handling of personal information and access to personal records.

7. Definitions:

Nominated Person means a person nominated by student/agent wherein student/agent warrants they are authorised to provide said person's Personal Information.

Personal Information is defined in the Privacy Act to mean information or an opinion, whether forming part of a database or not, whether true or not and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable:

- a) Whether the information or opinion is true or not; and
- b) Whether the information or opinion is recorded in a material form or not.

Sensitive Information is defined in the Privacy Act to mean information or an opinion about an individual's:

- a) Racial or ethnic origin;
- b) Political opinions;
- c) Membership of a political association;
- d) Religious beliefs or affiliations;
- e) Philosophical beliefs;
- f) Membership of a professional or trade association;
- g) Membership of a trade union;
- h) Sexual orientation or practices;
- i) Criminal record – that is also personal information;
- j) Health information about an individual;
- k) Genetic information about an individual that is not otherwise health information;
- l) Biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
- m) Biometric templates.



8. Publication and amendment of this statement

This Statement will be made publicly available on the New England College website (www.nec.edu.au) in an online accessible and printable format, in the section 'Policies and Procedures'.

Alternatively, a copy of this Statement may be requested by contacting New England College using the contact details provided below:

Mail:

New England College
PO Box 7185,
East Brisbane, QLD 4169

Email: info@nec.edu.au

Phone: 07 3164 7070

Effective Jul 2017