

Privacy and Personal Information Policy

Purpose

The Privacy Policy ensures that Kensington Institute of Australia (KIA) 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.

Policy Description

This document complies with Information Privacy Act 2000 (Victoria). For further information regarding this act please refer to <http://www.legislation.vic.gov.au/>. KIA is committed to ensuring the confidentiality, integrity and security of all information.

Procedure

Information Collected

- In the course of its business, KIA will collect information from students, potential students, and other clients either electronically or in hard copy format; including information that personally identifies individual people.
- The type of information KIA collects and holds includes, but is not limited to, personal information, including sensitive information, about trainees and guardians, where the trainee is under 16 years of age, before, during and after the course of a trainee's enrolment at KIA, job applicants, staff members, volunteers and contractors and other people who come into contact with KIA.
- KIA will record various communications between the organisation and students, prospective students, other clients and associated organisations.
- KIA will only collect personal information by fair and lawful means that is necessary for the functions of the Institute.
- In relation to personal information of job applicants, staff members and contractors, KIA's primary purpose of collection is to assess and if successful to engage the applicant, staff member or contractor, as the case may be.

Information Provided

KIA will generally collect personal information held about an individual by way of forms filled out by guardians or trainees, face-to-face meeting and interviews, and telephone calls. On occasions people other than guardians and trainees provide personal information. Employees are able to have information corrected or verified if it is incorrect, out of date or incomplete.

In some circumstances KIA may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another organisation.

Use of Personal Information

KIA will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

In relation to personal information of trainees, KIA's primary purpose of collection is to enable KIA to provide training for the trainee.

The purposes for which KIA uses personal information of trainees include:

- Day-to-day administration;
- Looking after trainees' educational, social and medical well-being;
- Marketing for KIA; and,
- To satisfy KIA's legal obligations and allow Kensington Institute of Australia to discharge its duty of care.

In some cases where KIA requests personal information about a trainee, if the information requested is not obtained, KIA may not be able to enrol or continue the enrolment of the trainee.

KIA also obtains personal information about volunteers who assist KIA in its functions or conduct associated activities, such as (alumni associations), to enable KIA and the volunteers to work together.

KIA treats marketing for the future growth and development of KIA as an important part of ensuring that the institute continues to be a quality-learning environment in which both trainees and staff thrive.

KIA publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Disclosing Personal Information

KIA will not disclose an individual's personal information to another person or organisation unless:

- 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;
- The individual concerned has given written consent;
- KIA 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;
- 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.

KIA may disclose personal information, including sensitive information, held about an individual to:

- Government departments;
- Medical practitioners;
- People providing services to KIA, including specialist visiting lecturers;
- Recipients of KIA publications, like newsletter and magazines; and,
- Anyone you authorise KIA to disclose information to.

KIA will not send personal information about an individual outside Australia without obtaining the consent of the individual, in some cases the consent will be implied, or otherwise complying with the National Privacy Principles.

Right to Access Records

Individuals have the right to access or obtain a copy of the personal information that KIA holds about them. Requests to access or obtain a copy of personal information must be made in writing and sent to The CEO, Kensington Institute of Australia

There is no charge for a student to access personal information that KIA holds about them; however there may be a charge of 20 cents per page for every page that it copies. Individuals will be advised of how they may access or obtain a copy of their personal information and the applicable fees within ten (10) days of receiving their written request.

Security of Personal Information

KIA 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; and
- Accurately recorded

KIA will store securely all records containing personal information and take all reasonable security measures to protect personal information collected from unauthorized access, misuse or disclosure.

Updating Personal Information

KIA endeavours to ensure that the personal information it holds is accurate, complete and current. A person may seek to update their personal information held by KIA by contacting the Administration Manager at any time to obtain a “Request for Access of Confidential Records” authorisation form.

References

RTOs 2015 Std. 5,7