

PRIVACY & PERSONAL INFORMATION POLICY

The Institute is bound by legislation introduced on 21st December 2001 to handle personal information in accordance with the National Privacy Principles. We are committed to ensuring the confidentiality and security of the information provided to us by students and staff.

For proper academic record keeping, keeping in touch with students, graduates and alumni, and to run the Institute effectively, it is necessary to collect and retain certain personal information about past and present students and potential students of the Institute. This information includes such things as names, addresses, contact details, occupations, academic and personal history and may include information collected to comply with legal requirements. This information will only be used to provide students with information about study opportunities, course administration, and academic information and to maintain proper academic records. If students choose not to supply information we may be unable to enrol them in a course or supply appropriate information.

No information in any assessment tasks or essay will be divulged to administrative staff or other staff at the Institute apart from those directly involved in the assessment of the piece.

PRINCIPLES

The Institute collects certain personal information from staff and students to facilitate effective and efficient service provision. The Institute ensures the privacy of individuals in the following ways:

- only collects information with the knowledge and consent of individuals
- only uses personal information for the purposes for which it was collected
- **does not** re-sell, distribute, or share personal information to a third party without prior consent of the individual
- ensures that personal information will not be disclosed to other state institutions or authorities except if required by law or other regulation
- ensures that demographic and other statistical information is not linked to any personal information that can disclose the identity of an individual

The Institute has implemented technology and security systems, policies and measures to protect the personal information regarding staff and students from: unauthorised access, improper uses, alteration, unlawful or accidental destruction and accidental loss.

Date Policy Endorsed by Board of Governance	Review Date: This policy is periodically reviewed and revised. Revisions are made as and when required. The period between reviews must not exceed 4 yrs. The date for review of this policy is on or before 6/2012	Initials