



Privacy and Personal Information Procedures

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Privacy and Personal Information Procedures

1.0 Overview

In the course of its business, Macquarie Commercial College Ltd (ABN 99 005 582 767) (RTO No: 3923) (MCC) may collect information from students or persons seeking to enrol with MCC, either electronically or in hard copy format, including information that personally identifies individual users. MCC may also record various communications between individuals and MCC.

In collecting personal information MCC will comply with the requirements of the Information Privacy Principles set out in the *Privacy Act 1988* (Cth) and Public Records Act 1973 (Vic) (PR Act)

2.0 Collection and use of personal information

MCC will only collect personal information by fair and lawful means which is necessary for the functions of MCC and is committed to ensuring the confidentiality and security of the information provided.

The personal information supplied by individuals to MCC will only be used to provide information about study opportunities, to enable efficient course administration, and to maintain proper academic records. If an individual chooses not to give MCC certain information then MCC may be unable to enrol that person in a course or supply them with appropriate information.

3.0 Disclosure of personal information

The information that an individual provides may be disclosed to organisations that run courses in conjunction with MCC.

Personal information about students studying with MCC (including international students) may be shared with the Australian Government and designated authorities, including ASQA, Skills Victoria, the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) an applicable Tuition Assurance Scheme (TAS) manager (ACPET) and the Tuition Protection Service (TPS). This information includes personal and contact details, course enrolment details and changes, and in the case of international students the circumstance of any suspected breach of a student visa condition.

MCC 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) MCC 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, MCC shall include in the record containing that information a note of the disclosure.

Any person or organisation 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 supplied to them.

4.0 Commonwealth assistance

Personal information may be collected so that MCC can assess an individual's entitlement to Government Funding (State and/or Federal). MCC will disclose this information other than to the appropriate Government Authorities. This information may be disclosed information to the Australian Taxation Office. Personal information gathered for these purposes will not otherwise be disclosed without the individual's consent unless required or authorised by law.

5.0 Security of personal information

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

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

6.0 Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that MCC 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 MCC holds about them; however MCC 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.

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. 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.

Written requests for access to, or to obtain a copy of, personal information held by MCC should be sent to RTO Manager.

7.0 Publication

These *Privacy and Personal Information Procedures* will be made available to students and persons seeking to enrol with MCC by publication on MCC's website (www.macquarieeducation.edu.au). 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, MCC will advise students on enrolment about these procedures and where they are located.

8.0 Version history

Review/ amendment history

Policy Approved by: CEO-Chief Executive Officer / RTO Manager

Responsible Officer: CEO-Chief Executive Officer / RTO Manager

Next Policy Review Date: July 2018

| Version | Date | Details |
|---------|------------|--|
| 1.0 | July 2014 | Policy issued |
| 2.0 | Dec 2014 | Updated to reflect Standards for Registered Training Organisations (RTOs) 2015 |
| 3.0 | April 2015 | Updated to reflect NVR 2015 Standards |
| 4.0 | July 2015 | No material change |
| 5.0 | July 2016 | No material change |
| 5.0 | June 2017 | No material change |