

P60 Privacy Policy

1.0 Policy

Central Melbourne Institute (CMI) may collect information from students or potential students which may include information that personally identifies individuals. This policy has been created in conjunction with the ten Information Privacy Principles (IPPs) which are the practical core of Information Privacy Act 1988.

2.0 Discloser

Information is collected by CMI before and during a student's enrolment in order to meet our obligations under the ESOS Act and National Code 2018, to ensure compliance with conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Service for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about the student can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected can be disclosed without consent where authorised or required by law. Information disclosed may include but is not limited to personal details, contact information, course enrolment details and the circumstances of any breach of student visa conditions.

3.0 Collection

3.1 CMI will only collect information from students or potential students by lawful and fair means and not in an unreasonable way.

3.2 CMI will ensure confidentiality and security of all personal information collected.

3.3 Personal Information is collected for the purpose of:

- Applying for, verifying, authenticating or giving a Unique Student Identifier (USI)
- AVETMISS data provisions
- to investigate and resolve student complaints
- to manage and administer all aspects of student's academic progress
- to communicate with student's
- to invite student's to participate in surveys or research

3.4 Students can access personal information held by the Institute and may request corrections to information that is incorrect or out of date at any time.

4.0 Data Security

4.1 CMI will take reasonable measures to protect personal information from:

- Misuse
- Loss
- Unauthorised access
- Unauthorised modification, and
- Unauthorised disclosure

4.2 Staff member of CMI are expected to co-operate with this policy by:

- locking offices when unattended
- not leaving personal information lying around
- for open offices, staggering lunch breaks to ensure someone is always present in the office
- storing sensitive or confidential personal information in locked filing cabinets
- changing passwords on computers regularly
- activating a screen saver on computers

4.2 Personal Information is collected and stored in the Student's admin file.

5.0 Complaints

5.1 Privacy complaints can be made via CMI complaints and appeals process. Please refer to P31 Complaints and appeals policy for more information.