

## POLICY - INFORMATION PRIVACY POLICY

<p><b>1. Policy Statement</b></p>	<p>AE Institute Pty Ltd trading as SAE recognises the right to privacy of client files and communications.</p> <p>As an organisation, SAE is committed to complying with the Information Privacy Principles as defined in the Commonwealth of Australia Privacy Act 1988.</p>
<p><b>2. Purpose</b></p>	<p>To inform students of SAE policy in relation to the collection, use, storage, security and disclosure of personal information collected about them and the right to access their personal information.</p>
<p><b>3. Scope</b></p>	<p>SAE students, staff and visitors.</p>
<p><b>4. Associated Procedures</b></p>	<p>This policy should be read in conjunction with the following procedures:</p>
<p><b>5. Associated Documents</b></p>	<p>This policy should be read in conjunction with the following documentation: ACT: The Privacy Act 1988: (<a href="http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/32AA97DFE9AA-8326CA256F7100071D25?OpenDocument&amp;mostrecent=1">http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/32AA97DFE9AA-8326CA256F7100071D25?OpenDocument&amp;mostrecent=1</a>)</p>
<p><b>6. Policy</b></p>	<p>In complying with the Privacy Act,1988 , SAE shall meet the minimum standards for the collection, use and disclosure of personal information in the following manner:</p> <p><b>6.1 Collection</b> SAE shall only collect personal information that is necessary to carry out legitimate activities. Information shall be collected in a legal and just method and shall not, where reasonably possible, be intrusive.</p> <p>If practical, personal information shall be collected from individuals.</p> <p>When collecting personal information, SAE shall take reasonable steps to inform the person about:</p> <ul style="list-style-type: none"> <li>• The identity of this organisation</li> <li>• The purpose of collection</li> <li>• Their rights to access Personal Information held by this organisation</li> </ul> <p><b>6.2 Use and Disclosure</b> SAE shall only use or disclose information for the primary purpose (original reason for information being collected), for which it was collected. SAE shall not use or disclose information for a secondary purpose (any other purpose than the primary purpose) unless the individual has consented to the use or disclosure.</p> <p>SAE shall provide reasonable opportunity for an individual to opt-out of any activity that shall make use of their personal information.</p> <p>PLEASE NOTE: SAE may be requested to make personal information available to authorised Australian Commonwealth and State agencies when required. For example, personal information about international students studying with SAE may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.</p> <p>This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa condition. Personal information may also be collected to assess an individual's entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and to allocate a Commonwealth Higher Education Student Support Number (CHESSN).</p>

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SAE will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR will store the information securely in HEIMS or the VET FEE-HELP IT System. DEEWR may disclose 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.

### 6.3 Data Quality

SAE shall take all reasonable steps to make sure that personal information is accurate, complete and up-to-date at the time of collection and use and that any personal information collected is not misleading.

### 6.4 Data Storage and Security

SAE shall take all reasonable steps to ensure personal information is suitably and securely stored including ensuring that appropriate filing procedures are in place. SAE shall take reasonable steps to ensure the security of physical files, computers, networks and communications are maintained at all times.

SAE shall also ensure personal information is safe from misuse, loss, and unauthorised access, alteration or disclosure. Personal information shall be destroyed or de-identified when it is no longer needed for either the primary or approved secondary purpose.

### 6.5 Openness

SAE shall make available, on request and within reason, inform an individual of:

- The type of personal information we collect and hold
- The purpose for this information
- The method by which it is collected
- How it is used and disclosed.

### 6.6 Access and Correction

If requested, SAE may give individuals access to, a copy of, and correction of their personal information held by this organisation if the request is approved by the CEO, or the Head of Student Services. This information may be provided if none of the following conditions apply:

- (a) in the case of personal information other than health information -providing access would pose a serious and imminent threat to the life or health of any individual; or
- (b) in the case of health information - providing access would pose a serious threat to the life or health of any individual; or
- (c) providing access would have an unreasonable impact upon the privacy of other individuals; or
- (d) the request for access is frivolous or vexatious; or
- (e) the information relates to existing or anticipated legal proceedings between the organisation and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
- (f) providing access would reveal the intentions of the organisation in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- (g) providing access would be unlawful; or
- (h) denying access is required or authorised by or under law; or
- (i) providing access would be likely to prejudice an investigation of possible unlawful activity; or
- (j) providing access would be likely to prejudice the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law; or
- (l) the enforcement of laws relating to the confiscation of the proceeds of crime; or
- (m) the protection of the public revenue; or
- (n) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct; or

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- (o) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders by, or on behalf of, an enforcement body; or
- (k) an enforcement body performing a lawful security function asks the organisation not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.

When requesting access to personal information, individuals shall:

- request to access their personal information formally in writing
- provide two (2) acceptable forms to prove their identity
- advise what format they prefer the information
- provide data storage, if necessary
- allow at least 14 working days for processing.

SAE will provide individuals access to any personal information held about them free of charge. SAE may charge a reasonable fee to make a copy of personal information. 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 a student 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.

### 6.7 Identifiers

SAE shall not assume, as its own identifier of a person, an identifier that has been assigned by:

- A Government agency or agent
- A contracted service provider for a Commonwealth Contract.

Please note: A person's name or ABN number is not considered to be an identifier.

### 6.8 Transborder Data Flow

SAE shall only transfer personal information to a foreign company if:

- The foreign recipient has similar compulsory privacy limitations;
- We have obtained the individuals permission; or
- It is necessary to conduct business which involves the individual.

### 6.9 Sensitive and Health Information

SAE shall not collect personal information that is of a sensitive nature unless prior permission has been sought from the individual.

## 7. Records

13 July	2007	policy implemented	(approved Governing Council)
29 July	2009	policy amendment	(approved Governing Council)
1 May	2011	policy approved	(by the CEO & Managing Director)
1 May	2013	Policy to be reviewed	

Authorising Officer : Prof. Z Klich  
 Review Date : 1 May 2013  
 Approval Date : 1 May 2011  
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