



Privacy

PURPOSE

This procedure describes Atlantis College of Management's (ACM) policy regarding the collection, use, storage, disclosure of and access to personal information and data in relation to the personal privacy of past and present students and employees of ACM. ACM is committed to ensuring the privacy of all students, past and present, and employees.

SCOPE

This policy applies to personal information collected by Atlantis College of Management (ACM) concerning students, prospective students, individual clients, employees, and other individuals. It does not apply to information about corporations.

This policy does not apply to personal information that is:

- in a publication that is available in the public domain.
- kept in a library, art gallery or museum for reference, study, or exhibition purposes.
- a public record under the control of the Keeper of Public Records that is available for public inspection; or
- an archive within the meaning of the Commonwealth Copyright Act 1968.

This policy must be observed by all Atlantis College of Management (ACM) employees, consultants, external third parties and students who have access to personal information and data.

DEFINITIONS

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| Personal Information | Means information, data or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. |
| Privacy | Privacy is a fundamental human right that underpins freedom of association, thought and expression, as well as freedom from discrimination. But it's hard to define. Different countries offer different views, as do individuals. |



PROCEDURE

Collection and Use of Personal Information

Atlantis College of Management (ACM) ensures that it manages personal information and data in an open and transparent manner.

ACM will only collect personal information and data by fair and lawful means which are necessary for it to perform its functions.

ACM is committed to ensuring the confidentiality and security of the information provided to it, in accordance with *Privacy Act 1988 (Cth)* and *National Privacy Principles (NPPs)*.

For overseas students, information is collected on the application form and during student enrolment in order for ACM to meet its obligations under the *ESOS Act 2000* and the *National Code 2018* and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

The authority to collect this information is contained in the *Education Services for Overseas Students Act 2000*, the *Education Services for Overseas Students Regulations 2001* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018*.

How ACM collects personal information

Students are asked to supply information to ACM when applying for enrolment, at orientation sessions and during the periods of study.

Generally this information includes name, address, telephone number(s), email addresses(s), date of birth, gender, citizenship, ethnic origin, religion, passport details, academic and English language attainments, disabilities, health information, including illnesses, allergies and dietary information.

At the time information is collected, students will be advised if they are required by a specific law to supply the information requested.

Personal information and data supplied by individuals to ACM will be used to provide information about study opportunities, course administration, academic information and to maintain robust academic records.

If an individual chooses not to give ACM certain information, then ACM may be unable to enrol the individual in a course or supply them with appropriate information or support.

In collecting personal information, ACM will comply with the privacy requirements of the *National Vocational Education and Training Regulator Act 2011* and the *National Privacy Principles (NPP)* set out in the *Privacy Act 1988 (Cth)*.



Disclosure of Personal Information and Data

Information and data collected about students on the enrolment application form and during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities, Debt collectors and, if relevant, or the *Tuition Protection Service (TPS)*.

In other instances, information and data collected on the enrolment application form and during enrolment can be disclosed without consent where authorised or required by law.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa condition.

ACM 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 to the disclosure.
- ACM 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.

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, ACM 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.

Cross-border disclosures

Before ACM discloses personal information to an overseas recipient, it will take reasonable steps to ensure that the overseas recipient does not breach the *National Privacy Principles (NPPs)* in relation to that information.

Security of Personal Information

ACM will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, and accurate, up-to-date, complete, and not misleading.



ACM 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.

Right to Access and Correct Records

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

Requests to access or obtain a copy of personal information must be made in writing. There is no charge for a student to access personal information that ACM holds about them; however, we 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 **ten 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 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.

Written requests for access to or to obtain a copy of personal information held by ACM should be sent to the following:

Chief Executive Officer
Atlantis College of Management (RTO: 41458)
Suite 2, Level 14, 474 Flinders Street
Melbourne
Victoria
Australia
3000

Publication

These Privacy and Personal Information Procedures will be made available to students and prospective students by publication on ACM's corporate website.

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, ACM will advise students on enrolment about these procedures and where they are located.

Complaints and Appeals

If a student has a complaint or an appeal regarding privacy and personal information, the Atlantis College of Management (ACM) Complaints and Appeals Policy will apply.

The above information about ACM's privacy policy is provided in the ACM document '*Pre-enrolment Information for Intending Overseas Students*'



RESPONSIBILITIES

- a) The Student Services Manager is responsible for:
- the control and maintenance of the privacy policy and procedure
 - keeping all records which are required to be kept under this policy
 - investigate complaints concerning a breach of the National Privacy Principles (NPP) or Privacy Policy
 - conduct an ongoing review of ACM's practices and procedures to ensure that they comply with this policy, current legislation, and best practice; and
 - inform and assist employees, students, and individuals with respect to privacy issues
- b) All RTO employees, students and individual clients engaged in business operations are responsible for following the policy and procedure.