

# Privacy Policy

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**PURPOSE** *The purpose of this policy is to inform all ARC Institute of Business employees and students of how ARC Institute of Business will use, disclose and store personal information that it collects and the reasons for collecting it.*

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**SCOPE** *The policy applies to all ARC Institute of Business employees and students*

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## 1.0 INTRODUCTION

Privacy is about the protection of ARC Institute of Business students' personal information. It is any information where a person can reasonably be identified.

## 2.0 POLICY STATEMENT

In accordance with the *Australian Privacy Principles*, ARC Institute of Business collects, uses, maintains, releases and destroys personal information provided by our students in a manner which remains consistent with these principles and the retention requirements of its registering body. This includes all personal information, *whether recorded in a material form or not*, about an individual whose identity is apparent, or can reasonably be ascertained, from such data.

The Privacy Policy is available to the public via the ARC Institute of Business website (Student Handbook) and is also available upon request. ARC Institute of Business ensures that the privacy policy is fair, and transparent.

This policy covers how personal information is handled, including:

- *How personal information is collected, used and disclosed*
- *The personal information's accuracy*
- *How securely personal information is kept and destroyed*
- *An employee's or student's general right to access personal information*

## 3.0 POLICY PRINCIPLES

ARC Institute of Business:

- 3.1 Only collects personal information (via an enrolment form) which is directly related to its authorised services and information collected is fair, lawful and not collected by unlawful or unfair means.
- 3.2 Enters data relating to enrolment into the secure, password protected Student Management System - **Axcelerate**
- 3.3 Informs students as to the reason for the collection of personal information and whether the information is required under law.
- 3.4 Ensures that student records and personal information is protected against loss, unauthorised access, use and modification, disclosure or other misuse.

- 3.5 Ensures that students are aware that they have access to personal information held by ARC Institute of Business unless they are refused under the provisions of a law of the Commonwealth.

Should a student wish to view their personal information and records, they can apply to ARC Institute of Business for access in writing (preferably email). This will not be unreasonably withheld and released within thirty days of request.

Should ARC Institute of Business deny this request, the student will be advised in writing the reason why. ARC Institute of Business will commit to working with a mutually agreed third party to release data if required.

- 3.6 Ensures its records are accurate, complete and not misleading and corrected if required.
- 3.7 Does not share personal information provided with any other organisation for the purposes of direct marketing.
- 3.8 Only uses personal information collected for the purpose it was collected for unless:
- *the student consents to its use for another purpose*
  - *the use of the information is required or authorised under law*
  - *ARC Institute of Business believes on reasonable grounds that use of the information for another purpose other than what it was collected for is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person.*
- 3.9 Securely maintains or destroys personal information collected in line with the Record Retention and Archiving Policy.

Version Control History			
Version No.	Summary	Date	Approved by
1	<i>New Document</i>	06.04.2016	CEO
2	<i>Updated to reflect current processes - post initial registration Changed ARC Institute of Business to ARC Institute of Business (trading name) Update SMS Updated formatting and included logo</i>	20.09.2017	CEO
2	<i>Reviewed with no change. Re-date footer to 2018</i>	22.01.2018	CEO