



Student Privacy

Policy

Carrick Institute of Education is committed to protecting an individual's right to privacy. The purpose of the Privacy Policy is to outline the obligation of all Carrick Institute of Education employees in relation to the collection, storage, accuracy, use, disclosure and retention of "personal information", which enables an individual to be identified.

Definitions

"Personal Information" is defined as information about an individual, which also identifies the individual. It includes names, physical characteristics, and opinions about a person, e-mail addresses, diary notes and medical records among other things. It may be written down, stored on a database, electronic or exist in the knowledge of the people working for an organisation.

Guidelines

1.0 Collection of Information

- 1.1. Upon the collection of personal information about individuals, in any format, Carrick Institute of Education will use this only for the primary purpose for which it was provided.
- 1.2. Carrick Institute of Education will not use this information for any other purpose without your consent. This information will be kept confidential; it may be given to different units within Carrick Institute of Education for processing and use, under a duty of confidentiality to Carrick Institute of Education.

2.0 Security of Information

- 2.1. Carrick Institute of Education will take reasonable steps to protect the personal information from misuse and loss and from unauthorised access, modification or disclosure.
- 2.2. Carrick Institute of Education will also take reasonable steps to destroy or re-identify personal information if it is no longer needed.
- 2.3. This information will not be given to third parties outside Carrick Institute of Education unless otherwise stated or with the individual's written consent.

3.0 Review and Access

- 3.1. Carrick Institute of Education endeavours to ensure that the personal information it holds is accurate, complete and up-to-date.
- 3.2. Under the Freedom of Information Act 1982 Carrick Institute of Education students are able to access their own student file by placing their request in writing and providing adequate identification. Students must allow 48 hours.

4.0 Use of Information

The primary reason for collecting personal information is for the purpose of enrolment, maintenance of student records and reporting to professional & Government bodies as required under Australian law and regulations. Information collected about you upon enrolment and during your enrolment 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 upon or during your enrolment can be disclosed without your consent where authorised or required by law.

5.0 References

- 5.1. Office of the Federal Privacy Commissioner (OFPC)
www.privacy.gov.au
- 5.2. Australian Privacy Compliance Centre
www.privacycompliance.org

Policy Locations

P: Drive
MyCarrick
Website