

Version	3.0
Last Amended	23 February 2018
Approved By	CEO
Date Approved	23 February 2018
Reference	Privacy Statement v3.0

## Privacy Statement

1. Windsor College will at all times comply with the 13 Australian Privacy Principles as well as the Australian Privacy Principles guidelines (APP guidelines) under s 28(1) of the Privacy Act 1988 when handling personal information.
  - (a) *Open and transparent management of personal information:* Windsor College will document how it manages personal information and when requested, and will make it available to the person to whom it legally relates.
  - (b) *Anonymity and pseudonymity:* Wherever applicable or relevant, Windsor College will provide the opportunity for students to interact with Windsor College without identifying yourself.
  - (c) *Collection of solicited personal information:* Windsor College will collect only the information necessary to perform its functions in a lawful and fair way. The Student will be told the purposes for which the information is collected.
  - (d) *Dealing with unsolicited personal information:* Windsor College will deal appropriately with the receipt of any unsolicited personal information at all times.
  - (e) *Notification of the collection of personal information:* Windsor College will notify the students of the collection of any personal information and the circumstances surrounding such collection.
  - (f) *Use or disclosure of personal information:* Personal information will not be used or disclosed for a secondary purpose unless you have consented or a prescribed exception applies.
  - (g) *Direct marketing:* Any personal information we hold will not be used or disclosed for the purpose of direct marketing, unless prescribed exceptions apply.
  - (h) *Cross-border disclosure of personal information:* Your privacy protections apply to the transfer of personal information out of Australia.
  - (i) *Adoption, use or disclosure of government related identifiers:* Government related identifiers (e.g. Medicare numbers, tax file number and Unique Student Identifiers) will only be used for the purposes for which they were issued. Windsor College will not assign these unique identifiers, except where it is necessary to carry out its functions and except as permitted by law.

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*Windsor College Pty Ltd trading as Windsor College - RTO Provider Code 41090 - CRICOS Code: 03560K – ABN 93 602 498 055*

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- (j) *Quality of personal information:* Windsor College will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date.
- (k) *Security of personal information:* Windsor College will take all reasonable steps to protect the personal information it holds from misuse, interference, loss and from unauthorised access, modification or disclosure.
- (l) *Access to personal information:* Any student will be given access to any personal information held, except to the extent that prescribed exceptions apply.
- (m) *Correction of personal information:* Windsor College will take all reasonable steps to correct any information that is deemed inaccurate, out of date, incomplete, irrelevant or misleading.

For more information visit the <http://www.oaic.gov.au/>.

2. The College maintains the privacy of personal information provided by staff, students/ clients, agents and other stakeholders and complies with all legislative requirements.
3. This policy supports Standards 3 and 7 of the Standards for Registered Training Organisations (RTOs) 2015 and Standard 3 of the ESOS National Code 2018.
4. The Standards for RTOs 2015 requires data provision where students/clients information is to be reported under the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS).
5. The Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Regulations 2001 and the ESOS National Code 2018 requires that the College collects students/clients information to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. Information collected about students/clients can be provided, in certain circumstances, to the Australian Government and designated authorities. Student's Information may be disclosed by the College, the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988.

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