



PERSONAL INFORMATION PROCEDURES

1. Overview

Sydney Institute of Health Science trading as Sydney Institute of Traditional Chinese Medicine (“SITCM”) complies with the Australian Privacy Principles (APPs) as set out in section 14 of the *Privacy Act 1988* when dealing with personal information collected for administrative and reporting purposes, and in relation to personal information collected for FEE-HELP, VET FEE-HELP, and VET Student Loans assistance.

2. Procedures

- 2.1 Collection** – SITCM will collect only the information necessary for the effective administration of its courses and the maintenance of student records.
- 2.2 Use and disclosure** – Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.
- 2.3 Data quality** – SITCM will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up to date.
- 2.4 Data Security** – SITCM will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
- 2.5 Openness** – SITCM will document how it manages personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.
- 2.6 Access and correction** – Individuals will have the right to inspect the information held free of charge, except to the extent that SITCM is required or authorised to refuse under the applicable provisions of any law of the Commonwealth that provides for access by persons to documents. Disclosure to a third party will only be granted after receiving written permission. SITCM will correct and update information errors described by the individual. To apply for and receive a copy of personal information held by SITCM, individuals need to complete and submit a *Student Records Request* form through the Administration Office. SITCM staff will supply a copy within 5 working days of the request being made. If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.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 an individual 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.
- 2.7 Unique Identifiers** – Commonwealth Government identifiers (Medicare number, Unique Student Identifier or tax file number) will only be used for the purposes for which they were issued. SITCM will not assign unique identifiers except where it is necessary to carry out its functions efficiently.
- 2.8 Anonymity** – Wherever possible, SITCM will provide the opportunity for the individual to interact with it without identifying themselves.
- 2.9 Transborder Data Flows** – The individual's privacy protections apply to the transfer of personal information out of Australia.
- 2.10 Sensitive Information** – SITCM will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

2.11 Commonwealth assistance – Personal information may be collected so that SITCM can assess an individual’s entitlement to FEE-HELP, VET FEE-HELP, or VET Student Loans assistance and to allocate a Commonwealth Higher Education Student Support Number (CHESSN). SITCM will disclose this information to the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) for these purposes. DIISRTE will store the information securely. DIISRTE 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.

2.12 Data reporting – Personal information may be collected so that SITCM can comply with the mandatory reporting requirements for RTOs. This could also include assisting the student with obtaining a valid Unique Student Identifier (USI) or, with the student’s permission, creating a valid USI on behalf of the student. Personal information may also be shared with the Australian Government and designated authorities, including the Australian Skills Quality Authority (ASQA), the Commonwealth Department with responsibility for administering the *Higher Education Support Act 2003*, and the Tuition Assurance Scheme manager (ACPET).

3. Publication

These *Personal Information Procedures* will be made available to students and persons seeking to enrol with SITCM by publication on its website (www.sitcm.edu.au). In order 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, SITCM will advise students on enrolment about these procedures and where they are located.

4. Version control

Document: Personal Information Procedures		
Procedure Owner: Executive Management Group		
Procedure Developer and Reviewer: CEO	Version #: 3.1	Date: 8 May 2017

Version History

Version	Authorised by	Approval Date	Details
1.0	Executive Management Group	11 July 2012	Document creation
2.0	Executive Management Group	16 January 2014	Regular review only (no amendment made)
3.0	Executive Management Group	11 March 2015	Added section on data reporting
3.1	CEO	8 May 2017	Minor update to be in line with the <i>VET Student Loans Rules 2016</i>