

PRIVACY POLICY

1. Overview

Kiama Community College Ltd (ABN 68 654 722 850) (**KCC Ltd, the College, we, us, our**) is committed to protecting the privacy of individuals (**you, yours**).

We are subject to the Australian Privacy Principles (**APPs**) under *the Privacy Act 1988* (Cth) and the *Data Provisions Requirements 2012* under the *National Vocational Education and Training Regulator Act 2011* (Cth).

This Privacy Policy (**Policy**) sets out the personal information handling practices of the College. It details how the College collects, holds, uses and discloses personal and sensitive information of students and persons seeking to enroll with the College.

We will update this Policy when our information handling practices change. Updates will be published on our website.

2. Scope

This policy relates to Kiama Community College Operation and Shoalhaven River College Operation (SRC), collectively known as KCC Ltd or 'the College'.

This policy relates to students and persons seeking to enroll with the College.

3. Collection and use of personal information

Personal information is information or an opinion that identifies an individual. Examples of the personal information we collect includes:

- names,
- addresses,
- email addresses,
- phone numbers,
- emergency contact details,
- credit card details,
- Unique Student Identifier, and
- qualifications.

The College only collects personal information, either electronically or in hard copy format, that is necessary for the functions and activities of the College. The functions and activities of the College include:

- providing students with details of study opportunities,
- provide schooling to the SRC student and to enable them to take part in all activities of SRC,
- to assess an individual's entitlement to achieve the ROSA,
- administration of courses,

- maintenance of academic records,
- assessment of student eligibility for to VET Student Loans,
- allocation of Commonwealth Higher Education Student Support Numbers (CHESSN),
- reporting to government agencies, as required by law
- recruitment of staff and contractors.

Where possible, we will collect the personal information we require for these functions and activities directly from you.

4. Collection and use of sensitive information

The College will only collect sensitive information where it is reasonably necessary for the functions of the College, and with the consent of the individual.

Sensitive information is information or opinion about an individual's racial or ethnic origin, political opinion, religious beliefs, sexual orientation or criminal record.

Depending on your enrolment with the College, we may need to collect sensitive information such as information about an illness or disability. If you provide sensitive information to us voluntarily, you consent to us collecting this information.

5. Anonymity

You don't have to give us all the information we request. However, if you do not provide us with some or all of the personal information we request, the College may not be able to enrol you in a course or supply you with the information and assistance you need.

If the personal information you provide us is incomplete or inaccurate, we may not be able to provide the assistance or support you are seeking, or deal with you effectively. You may also miss out on receiving valuable information about us and our services.

Where possible, you may be able to deal with the College on an anonymous basis or by using a pseudonym.

6. Disclosure of personal information

If you are a student or prospective student with the College, we may disclose your personal information including contact details, course and unit enrolment details to 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,
- the Australian Government's Tuition Protection Services, through the Department of Education, Skills and Employment,
- [The NSW Education Standards Authority](#), and
- organisations that run courses in conjunction with the College.

We may also make personal information available to representatives from funding bodies and Government Departments such as:

- NSW Department of Education,

- Department of Human Services, and
- for certificate issuance, audit, verification, research, monitoring and evaluation purposes.

SRC from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. This includes to other schools, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches, volunteers and counsellors.

Personal information collected from SRC students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in School print media and on school administered social media sites and on our website.

Information may also be provided to the National Centre for Vocational Education Research (NCVER) for the purpose of analysis and reporting of vocational education and training statistics. Under the statistical reporting protocol agreed with states and territories, NCVER will not release any information which identifies or could be used to identify individuals.

The College will not disclose an individual's personal information to another person or organisation unless:

- a) 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;
- b) the individual concerned has given written consent to the disclosure;
- c) the College 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;
- d) the disclosure is required or authorised by or under law; or
- e) 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.

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

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, the College shall include in the record containing that information a note of the disclosure.

Any person or organisation that collects information on behalf of the College or 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 collected by them or supplied to them.

7. Security and integrity of personal information

The College will take all reasonable steps to ensure that any personal information we collect is relevant to the purpose for which it was collected, is accurate, up to date and complete.

The College will store securely all records containing personal information and take all reasonable security measures to protect personal information it holds from misuse, interference, loss, unauthorised access, modification or disclosure.

Where the College has no further use for personal information for any purpose disclosed by the College, or is no longer required to maintain that personal information, all reasonable steps will be taken to destroy or de-identify the information.

We require that all third parties to whom we disclose your personal information or who may have access to your personal information to have appropriate controls to protect your personal information in a manner that is consistent with our Privacy Policy, including in relation to security and confidentiality. They must only use your personal information for authorised purposes.

8. Right to access and correct records

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

Requests to access or obtain a copy of personal information must be made in writing. There is no charge for an individual to access personal information that the College 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 10 days of receiving their written request. Where it is reasonable to do so, access to the information will be provided in the manner requested by the individual.

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 as soon as practical. 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. There is no charge for making a request to correct personal information.

Written requests for access to, to obtain a copy of, or correct personal information held by the College should be sent to:

Privacy Officer (CEO)
PO Box 52
Kiama NSW 2533

9. Complaints about an alleged breach of the APPs

Where an individual believes that the College has breached a Privacy Principle in relation to that individual they may lodge a complaint using the College's [grievance handling procedures](#) which enables students and prospective students to lodge grievances of a non-academic nature, including grievances about handling of personal information and access to personal records.

You may contact the Office of the Australian Information Commissioner by visiting www.oaic.gov.au.

10. Related Policies

[Student Complaints Policy](#)

[Consumer Protection Policy](#)

Confidentiality and Handling Employee Records Policy (Internal)

11. Publication

This *Privacy Policy* is available on the College's website at: www.kcc.nsw.edu.au. A copy of this Policy may also be requested by contacting us using the contact details above.

12. Policy Version and Revision Information

Policy Authorised by:	Board
Effective date of Original Version:	15 April 2014
Policy Maintained by:	Chief Executive Officer
Version Number/Effective date:	V2, 30 June 2020
Review Date:	June 2022