

PRIVACY, CONFIDENTIALITY AND RECORDS MANAGEMENT

POLICY

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The Green Academy Australia

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Purpose

The Green Academy is required to gather information from students for the primary purpose of providing them with the courses of study for which they enrol. Related purposes of collection include correspondence with students, day-to-day administrative matters, provision of information about courses and events, the provision of information about associated services made available to and used by students (such as information technology), and compliance with legislative reporting requirements.

The purpose of this policy is to ensure an appropriate system for keeping records relating to The Green Academy. This system must ensure that records kept are accurate, current, and retrievable by those staff with designated authority, and are identified, stored, maintained, and disposed of appropriately in accordance with legislation and to safeguard the privacy of personal and sensitive information of all Individuals in association with The Green Academy.

Scope

The scope of this policy covers all personal and sensitive information relating to students and staff and all institutional records including educational, training, assessment, policy, financial, IP, compliance and quality documents which are the property of The Green Academy.

To cover all staff involved in the collection, maintenance, use, and disclosure of student private information by The Green Academy.

Policy

This policy outlines that The Green Academy is committed to respecting privacy and confidentiality in relation to the collection, maintenance, use, archive or disposal of student records/information. This information cannot be disclosed to a third party other than as described in the associated procedures.

The Green Academy is bound by the National Privacy Principles contained in the Privacy Act 1988 and the Privacy Regulation 2013.

The collection and use of personal information must relate directly to the legitimate purposes of The Green Academy.

Individuals must be aware of or informed of, the purposes for which personal and health information is obtained.

The Green Academy will take all reasonable measures to store personal information securely.

Individuals are entitled to have access to their own records unless prevented by law.

Third-party access to personal and health information may only be granted in accordance with the Privacy Principles and The Green Academy policy and procedures.

The Green Academy will safeguard the confidentiality of information obtained on its behalf and will ensure that except as required by law, information about students or staff is not disclosed to a third party without their written consent.

The Green Academy greatly values and will have an effective administrative and records management system in place at all times. This will include but is not limited to ensuring that records are:

- Appropriately identifiable
- Created, maintained, amended, accessed and disposed of only by staff with appropriate authority and training.
- Maintained in a suitably secure manner – appropriate to the nature of each document.
- Accurate.
- Up to date.
- Amended where errors are noted.

The Green Academy will ensure that the records are kept for a clear purpose and that purpose is made clear to the student and/or staff member to whom it pertains. Equally it will ensure that information so recorded will only be accessed and used for the purposes for which it was collected.

The Green Academy will ensure that any information recorded will be made available to the student or staff member to whom it pertains on request by that person or an appropriate legal representative unless prevented by law.

The Green Academy will ensure that, on the disposal of any records, appropriate steps will be taken to do so in such a manner as to ensure the ongoing privacy on the records. This may involve, for instance, when destroying a paper copy of a document containing private financial or other personal information, the use of a paper shredder.

The Green Academy will ensure that it retains records of all written agreements, as well as receipts of payment made under the written agreement, for at least two years after the overseas student ceases to be an accepted student.

The Green Academy will ensure students have been provided a verified USI. This may be provided by the student providing their number on the form or by the student giving permission for The Green Academy to create a USI on their behalf. Where no information on the USI has been provided by the student, the student should be notified that their enrolment is on hold until this has been provided.

The Green Academy ensures that all staff are aware of and adhere to the requirements as set out in this policy and the associated procedure, including their obligations under the Privacy Act.

Definition

Student: any current or former student of The Green Academy.

Staff: any current or former member of academic or support staff employed by The Green Academy.

Personal Information: For the purpose of this policy 'personal information' means students' personal information and includes assessments, individual student results, student results collated in a list with identification by student number, financial details, and emergency contact details. This definition is in accordance with the definitions in the Privacy Act 1988 and the National Vocational Education and Training Regulator Act 2011.

Personal information in relation to staff includes but is not limited to their contact details, qualifications, and employment history.

Sensitive Information: personal information about an individual's racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, health status (either physical or emotional), disability, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record.



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