



**SELUNA PTY LTD T/A**

**A.C.N. 067 132 405 CRICOS #02254F**

**AUSTRALIAN IT & HOSPITALITY INSTITUTE**

LEVEL 1, 79-81 MOORABOOL STREET, GEELONG VIC 3220; 79-81 PAISLEY STREET, FOOTSCRAY, VIC 3011

TEL: +61 3 5221 3982; FAX +61 3 5244 1536; EMAIL: PIYUSHJ@IPRIMUS.COM.AU

**CRICOS PROVIDER # 02254F**

## Seluna PRIVACY POLICY

### Student Privacy and Personal Information Policy

Seluna may collect information from students or potential students, either electronically or in hard copy format, including information that personally identifies individual users.

Selluna is also required to keep records of various communications that students or potential students have with the institute.

The purpose of this policy is to outline the obligation of all staff and employees in relation to the collection, storage, accuracy, use, disclosure and retention of "personal information", which enables an individual to be identified.

In collecting personal information Seluna will comply with the privacy requirements of the *Higher Education Support Act 2003* and the information privacy principles set out in the *Privacy Act 1988*.

### INFORMATION COLLECTED

The type of information Seluna collects and holds includes personal information, including sensitive information, about:

- Students and/or guardians before, during and after the duration of a student's enrolment
- Job applicants, staff members, volunteers and contractors
- Other people who come into contact with Seluna

### Personal Information

Seluna will collect personal information held about an individual by way of forms filled out by students, face-to-face meetings and interviews, and telephone calls.

### Exceptions

Under the Privacy Act, the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Seluna's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Seluna and the employee.

### USE OF PERSONAL INFORMATION

Seluna will use personal information it collects for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which a person has consented.

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**Students**

In relation to personal information of students, Seluna's primary purpose of collection is to enable Seluna to provide training for the student. This includes satisfying the needs of the student throughout the whole period the student is enrolled.

The purposes for which Seluna uses personal information of students include:

- Daily administration
- Satisfying Seluna's legal obligations and allow it to discharge its duty of care

**DISCLOSURE OF PERSONAL INFORMATION**

Seluna will not use this information for any other purpose without the individual's consent or as required or authorised by law. Personal information about students studying with at the institute (including international students) may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa condition. Seluna 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 disclosure of that information is authorised under the Student Enrolment Agreement;
- c) the individual concerned has given written consent to the disclosure;
- d) Seluna 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;
- e) the disclosure is required or authorised by or under law; or
- f) 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.

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, Seluna shall include in the student file a note of the disclosure.

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**Job Applicants, Staff Members & Contractors**

In relation to personal information in respect of job applicants, staff members and contractors, Seluna's primary purpose of collection is to assess and to engage the applicant, staff member or contractor, as the case may be.

The purpose for which Seluna uses personal information of job applicants, staff members and contractors includes:

- Administering the individual's employment or contract
- Seeking funds and course registrations for the College
- Satisfying Seluna's legal obligations

**TREATMENT OF SENSITIVE INFORMATION**

In referring to 'sensitive information', Seluna means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information, and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided, or a directly related secondary purpose, unless the person otherwise agrees, or the use or disclosure of the sensitive information is allowed by law.

**UPDATING PERSONAL INFORMATION**

Seluna endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information by contacting reception at any time.

The National Privacy Principles require Seluna to not store personal information longer than necessary.

**CHECKING PERSONAL INFORMATION**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information that Seluna holds about them and to advise of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students under 18 years of age will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information Seluna holds about a student, please contact the Student Welfare Officer in writing.

Seluna may require verification of identity and specify what information is required. Seluna may also charge to cover the cost of verifying an application and locating,

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retrieving, reviewing and copying any material requested. If the information sought is extensive, Seluna will advise the likely cost in advance.

**ENQUIRIES**

Further clarification about the way Seluna manages the personal information it holds, should be directed to the Director

**End of Document**

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