

PRIVACY POLICY AND PROCEDURE

1. Sharing of personal information

Personal information about students is collected as part of the application and enrolment process and during their ongoing enrolment at DNA Kingston Training in order to meet obligations under Government funding and regulatory requirements. Information collected about students can be provided, in certain circumstances, to the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes. In other instances information collected can be disclosed without a student's consent where authorized or required by law.

2. Collection and Use of Personal Information

DNA Kingston Training (College) will only collect personal information by fair and lawful means which is necessary for the functions of the College and is committed to ensuring the confidentiality and security of the information provided to us.

The personal information supplied by individuals to the College will only be used to provide information about study opportunities, course administration, academic information and to maintain proper academic records. If an individual chooses not to give the College certain information then the College may be unable to enrol the individual in a course or supply them with appropriate information.

In collecting personal information the College will comply with the privacy requirements of the National Standards and the Information Privacy Principles set out in the Privacy Act 1988. Personal information is secured in a security coded computer system and hard copies are filed in locked cabinets only accessible by Lecturing, Administration and Management Staff of the College.

A signed declaration form or written permission from the student is required for other personnel, sponsors, family etc to be able to access student information. Students who require information once leaving the college will need to complete and sign declaration form and provide identification for release of information. Information is archived and secured as per the RTO National Standards TAC / ASQA

Other circumstances that may arise. The College will not disclose an individual's personal information to another person or organization unless:

- 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 organization;
- the individual concerned has given written consent to the disclosure;
- 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;

- the disclosure is required or authorized by or under law; or
- 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, the College shall include in the record containing that information a note of the disclosure.

Any person or organization 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 supplied to them. Disclosed person will be placed in student file, for future reference if required.

3. Commonwealth Assistance

Personal information may also be collected to assess an individual's entitlement to Commonwealth assistance. The College will disclose this information to the Department of Home Affairs for these purposes. Department of Home Affairs will store the information securely in the VET Loans, Department of Home Affairs may disclose information to the Australian Taxation Office, USI. Personal information gathered for these purposes will not otherwise be disclosed without the individual's consent unless required or authorized by law.

4. Security of Personal Information

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

The College will store securely all records containing personal information as per National Standards and take all reasonable security measures to protect, personal information collected from unauthorized access, misuse or disclosure.

5. 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 a student 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. Student request forms are available from our Belmont Head Office or emailing: admin@dnakingstontraining.edu.au.

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 a student 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.

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

DNA Kingston Training

Head Office

Administration Manager

P.O. Box 69

BELMONT WA 6984, Australia

6. Publication

These Privacy and Personal Information Procedures will be made available to students and prospective students on the College's website and student handbook. 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, the College will advise students on enrolment about these procedures and where they are located.

7. Disclaimer:

The information provided by this notice is intended for use as a best practice guide for any collection, storage, use and/or disclosure of personal information by DNA Kingston Training in complying with our obligations RTO standards and regulatory requirements

Obligations under the Privacy Act 1988.

8. Personal information about students

Why do providers need to inform students that their personal information may be shared?

Standards require registered providers and students to enter a written agreement which, amongst other things, requires registered providers to set out circumstances in which personal information about the student may be shared between the Australian Government and designated authorities and, if relevant, DTWD and the Tuition Protection Service (TPS) Director

9. What sort of information may be collected?

Personal information which registered providers will be required to collect from students includes:

- about the student: full name, gender, date and country of birth and nationality; and once the student has established an address in Australia, the student's residential address;
- about the course: the CRICOS course code, USI information, agreed starting date and if the student didn't begin the course when expected; the expected completion date, and any termination of the student's enrolment prior to the expected completion date; and any change to the identity or duration of the course;
- about tuition fees information about all tuition fee pre payments made by student including the periods to which these payments relate, and an estimate of the total amount the student will be required to pay to undertake the full course (non public providers only);
- about health insurance: whether the student has paid for Overseas Student Health Cover(OSHC) before the course starts;
- about English language proficiency: whether the student has undertaken a test to determine his or her level of understanding of English, the name of the test and the score the student received for the test;
- about the student's visa: the Department of Home Affairs office where the application for a student visa was made or is expected to be made; and if the student holds a student visa, the number of the visa; and once studying in Australia, the student's local Department of Home Affairs office;
- about the student's passport: if the student was in Australia when he or she became an accepted student, the student's passport number;
- about any breaches of student visa conditions relating to attendance or satisfactory academic performance.

10. What is this information used for?

The information may be shared between the Australian Government and designated authorities and, if relevant, DTWD and the TPS Director for the purposes of:

- promoting compliance with the ESOS Act and the National Code;
- assisting with the regulation of providers;
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or
- facilitating the monitoring and control of immigration.

Kingston Training and Employment Pty Ltd



Provider No: 6811 CRICOS Provider No: 02899B

Policy Title	Privacy Policy and Procedure
Policy Renewal	Every 2 years
Responsibility	Compliance Manager

Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 03	July 2014	Disclaimer, outdated references
Version 04	April 2015	USI
Version 05	February 2019	Updated Govt Departments
Version 06	June 2022	Persons responsible and general review