1. **Purpose Statement**

To ensure that the management of Personal Information collected by or provided to NorthEd International College is managed appropriately. This statement explains how and why NorthEd International College collects, uses and discloses Personal Information.

2. **Why we collect Personal Information**

- NorthEd International College collects Personal Information, including sensitive information, about prospective and current students, parents/guardians/care-providers, employees, contractors, hirers of equipment to:
  - Enable NorthEd International College to deliver training services
  - Enable NorthEd International College the provision to hire equipment
  - Meet the wider functional needs of NorthEd International College, including financial management, legal accountability, national reporting requirements and equipment accountability
  - Meet the requirements of legislation or government agencies.

3. **How we collect Personal Information**

NorthEd International College takes all reasonable steps to ensure that information collected:

- Is necessary for NorthEd International College’s purposes
- Is relevant to the purpose of collection
- Is collected in a fair way without unreasonable intrusion and
- Is as up to date and complete as possible.

NorthEd International College’s preferred source of Personal Information is the individual concerned. However, there are other important sources of Personal Information which may include the following:

- Information about students – schools, its success and equivalent interstate and overseas bodies, and other tertiary institutions.
- Information about employees – previous employers, referees, medical and rehabilitation documentation, and promotion and performance review assessments.
- Information about contractors/hirers – previous customers and suppliers.

4. **How we use your Personal Information**

NorthEd International College will take all reasonable steps to ensure that Personal Information is protected against loss, unauthorised access, modification or disclosure, and other misuse. Personal Information collected and held by NorthEd International College will only be accessed and used by people employed or engaged by NorthEd International College as required in the fulfilment of their duties and in a manner consistent with the original purpose.

Information may be used or disclosed to organisations outside NorthEd International College where permitted by the Information Privacy Act/Health Records Act. Information may be used and disclosed for the purposes of collection. It may also be used or disclosed for secondary purposes in certain circumstances, such as where the individual consents to such use, or where the use is authorised by law. Individual consents are verified via the individual’s signature on NorthEd International College’s Authority to Use Personal Information form (refer Appendix A, attached to this Policy).
Personal Information, including sensitive information and health information may be used for the following purposes:

- Students – applications, enrolment, course administration, training progress, provision of services
- Employees – selection, appointment, review, promotion, general administration, provision of services
- Contractors/Hirers – administration, provision of services
- Other – research, marketing.

NorthEd International College is committed to protecting and maintaining the privacy, accuracy and security of Personal Information. Further details may be obtained from NorthEd International College’s Privacy Officer – telephone 03 5018 4600

5. Privacy Policy

This Policy explains the way we handle your Personal Information including the use and disclosure of your Personal Information, as well as your right to access your Personal Information.

5.1 Collection

NorthEd International College will endeavour to collect Personal Information directly from you in order to provide the best service possible. In some cases your information may be collected from a third party i.e. reference checks. NorthEd International College will only collect Personal Information by fair and lawful methods and not in an unreasonably intrusive manner.

5.2 Use and Disclosure

We will use our best efforts to ensure that the information you provide to us remains private and is used only for the purpose you agree to. NorthEd International College will not reveal, disclose, sell, distribute, rent, licence, share or pass your Personal Information on to a third party, other than with your consent, or with other service providers i.e. Centrelink. NorthEd International College does not use or disclose your information for the purposes of direct marketing unrelated products or services.

5.3 Data Quality

You are encouraged to help us keep your Personal Information accurate, complete and up to date by contacting us and informing us of any changes to your details.

5.6 Data Security

At NorthEd International College we are committed to protect the privacy of your Personal Information. We take reasonable steps to protect your Personal Information from misuse, loss and from unauthorised access, modification or disclosure. We ensure this by having security measures, such as:

- Individual password access to systems and databases
- Secure filing cabinets
- Secure access to our offices.

We will also take reasonable steps to destroy or permanently de-identify Personal Information if it is no longer required for any purpose.

5.7 Access and correction

You will be provided with the opportunity to access Personal Information we hold on you and where appropriate, you may be able to correct that information if it is deemed to be incorrect.
5.8  Sensitive information

NorthEd International College will not collect Personal Information revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or details of health, disability or sexual activity or orientation, unless:
- Your consent has been obtained
- The collection is required or specifically authorised by law
- The collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the subject of the information is physically or legally incapable of giving consent
- The collection is necessary for the establishment, exercise or defence of a legal claim.

5.9  Resolving your privacy concerns

You are able to raise any concerns you may have regarding our Personal Information handling procedures, you can contact us at:

NorthEd International College
PO Box 957
Mildura
Victoria
3502

Phone: 03 5018 4600

Email: enquiries@northed.edu.au

6.0  Breach of this Policy

A breach of this policy may lead to disciplinary action, including (but not limited to) termination of employment, hire agreements, contracts.

Review

This policy will be reviewed every two years (or more frequently as required – from audit, complaints, and non-conformances) or as new or changing processes, technologies, or products or customer requirements are introduced.

Custodian

CEO
Appendix A

Authority to Use Personal Information

I ________________________________ (Name)

Of

[Blank space for business name (if applicable) and street address]

Have read and understood NorthEd International College’s Privacy Statement and Policy. I hereby give permission to NorthEd International College to

- Collect, use, disclose or release my personal information: as required in the fulfilment of my duties
- To organisations outside NorthEd International College where permitted by the Information Privacy Act/Health Records Act
- For purposes where the use is authorised by law
- To auditors for compliance and verification purposes.

I also understand that my Personal Information, including sensitive information and health information may be used for the following purposes:

- Students – applications, enrolment, course administration, training progress, provision of services
- Employees – selection, appointment, review, promotion, general administration, provision of services
- Contractors/Hirers – administration, provision of services
- Other – research, marketing.

[Blank space for signature and date]