



Policy and Procedure for VET Student Loans Privacy and Personal Information (CF016P)

Issue: 1.1

Date Approved/Endorsed: 21/06/2022

Next Review: 25/05/2025

1 Objective

To protect and maintain the privacy and security of personal information in relation to all student in accordance with the [Privacy Act 1988](#), [Australian Privacy Principles](#), Section 54 of the [VET Student Loans Act 2016](#) and Subdivision L of the [VET Student Loan Rules 2016](#).

2 Policy

2.1 Central Regional TAFE (the College) will ensure a student can apply in writing to receive a copy of the VET personal information that the provider holds in relation to that student.

2.2 Students can change incorrect information by completing a Student Enrolment Details Amendment Form ([SA009F1](#)). This form can be found on the College website or requested at reception offices at each campus.

2.3 Collection of Information

Personal information will not be collected unless:

- The information is collected for a purpose directly related to students; and
- The collection of the information is necessary for or directly related to that purpose.

Personal information will not be collected by unlawful or unfair means.

Where personal information is collected for inclusion in a record or in a generally available publication, the College will take reasonable steps to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the student concerned is generally aware of:

- The purpose of which the information is being collected,
- If the collection of the information is authorised or required by or under law the date that the collection of the information is so authorised or required; and
- With whom the information may be shared (such as the Australian Commonwealth Government or Tuition Assurance Scheme).

Where the College solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that;

- The information collected is relevant to that purpose and is up to date and completed; and
- The collection of the information does not intrude to an unreasonable extent upon the personal affairs of the student.

2.4 Storage and Security of Personal Information

The college will ensure:

- That the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; and
- That if it is necessary for the record to be given to a person in connection with the provision of a service to the Institute, everything reasonably within the power of the

Institute will be done to prevent unauthorised use or disclosure of information contained in the record.

- The college will maintain a record setting out:
- the nature of the records of personal information kept by or on behalf of the record-keeper;
- the purpose for which each type of record is kept;
- the classes of individuals about whom records are kept;
- the period for which each type of record is kept;
- the persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access; and
- the steps that should be taken by persons wishing to obtain access to that information.

The College will not use the information without taking reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete. The College will not use the information except for a purpose to which the information is relevant.

2.5 Disclosure

The College will not disclose the information to a person, body or agency (other than the individual concerned) unless:

- the individual concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency;
- the individual concerned has consented 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 student or of another person;
- the disclosure is required or authorised 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 record-keeper shall include in the record containing that information a note of the disclosure

A person, body or agency to whom personal information is disclosed will not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

3 Definitions

Central Regional TAFE or the College - refers to Central Regional TAFE, including all its campuses and delivery centres.

The Act - refers to the VET Student Loans Act 2016 and the VET Student Loans Rules 2016.

Student/s - refers to all persons enrolled in a unit of study who are, or would be eligible for a VET Student Loan

VET Student Loan - an income contingent loan scheme for the Vocational Education and Training (VET) sector that is part of the Higher Education Loan Program (HELP). The relevant

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Commonwealth department for the purposes of the VET Student Loan is the Department of Education.

4 **References**

[Freedom of Information Act 1982](#)

[Privacy Act 1988](#)

[Australian Privacy Principles](#)

[VET Student Loan Rules 2016](#)

[VET Student Loans Act 2016](#)

[VET Student Loans Manual for Providers](#)

Student Enrolment Details Amendment Form ([SA009F1](#))

5 **Documentation**

Nil

6 **Responsibilities**

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| Responsible Director | Director Organisational Services |
| Responsible Officer for implementation and monitoring | Manager Client Services |
| Approved by | Director Organisational Services |
| Endorsed by | N/A |

7 **Revision History** *(Planning and Quality Use Only)*

| Issue number | Review date | Amendment details |
|---------------------|--------------------|---|
| 1.1 | 25/05/2022 | Reviewed against the VSL Act and Rules. Included reference to reinstated form SA009F1. Updated responsible officers position title. |