

# Personal information and privacy

ACDA's Privacy of information

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**Authorised by:** M.Brend for 2017



This policy outlines the Australian College of Dramatic Arts (ACDA) approach to protecting the privacy of students and staff.

ACDA is committed to implementing best practice in its records management practices and systems, responding in a timely manner to all requests of information from present and past students. All staff employed by ACDA will be required to apply themselves to the provisions of the Privacy and Protection of Personal Information Act 1998.

ACDA will allow students to make an application via email through the office to receive within a reasonable period a copy of their personal information held in the student file to have it corrected if data is incomplete or incorrect.

ACDA will allow students to receive an up to date copy of all units of competencies current status (competent, not yet competent or in progress) in a reasonable time period if requested in writing at any point in the course delivery.

USI information is via the USI Registry.

## **Collection of information**

ACDA will collect enrolment information specific to your course that includes personal contact details such as phone number, home address, school attending, mobile number, email address and parents contact details, USI, relevant medical information, emergency contacts.

This is done prior to commencement of the course and may be requested to be updated throughout the delivery of the course.

It is a government regulatory requirement for ACDA to collect data relating to the study to convene with the government – VASS & USI, AQTF Learner Satisfaction Survey.

This is highlighted in the enrolment form and course assessment survey at the end of the course. The personal details are not passed to the government agency only the surveyed results. This is for continuous improvement of the education industry.

Personal information will not be collected unless:

- The information is collected for a purpose directly related to college functions or activities;
- The collection of the information is directly related to course functions, including excursions or incursions
- The information is required by or under Australian law or a court order

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ACDA will take reasonable steps to ensure that:

- The personal information collected is relevant and up to date; complete and accurate
- The collection of information does not intrude on the personal affairs of the student
- The collected data is stored and accessed securely by authorised people

Sensitive and medical information will be collected with student/parent consent. All details relating to a student's learner needs or medical concerns will be stored separately and securely. ACDA respects this information and it will only be accessible by college administration and the trainer(s) delivering your course. This information is not made public or shared at any time.

## **Use and disclosure**

Information comes directly from the parent(s) via the home school or cluster to ACDA.

## **Unique Student identifier**

ACDA complies with the Australian Government's implementation of the Unique Student Identifier (USI) Scheme for VET training.

An ACDA's student record will be identified by the USI and individual certification number.

## **Marketing**

Personal and sensitive information (such as contact details or medical issues) will not be shared in any marketing material at any time in any form.

## Film and Photographic release

ACDA will gain student and where appropriate parent written consent for the authorised use of image and film in marketing materials, newsletters, blog posts or online via The General Film and Photographic Release Form contained in the student enrolment process.

ACDA reserves the right of ownership, reproductions and redistribution of any images, voice and/or film in marketing or promotional purposes of current students and past graduates of the courses.

ACDA will respect requests made by a current or past student to discontinue use of the image upon written request. All reasonable efforts will be made to remove or discontinue use of outlined images in the request.

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## **Security, storage and retainment of information.**

All personal and sensitive information will be stored with the procedures directly related to the Records Management Policy by ACDA.

### **College positions responsible for implementing this policy:**

- Administration and Office
- Marketing
- Trainers and Assessors
- Guest speakers
- Excursions and incursions personnel

Administration staff will not release teacher or staff contactor personal details, verbally or digitally, to the public including students and parents of students without consulting the CEO.