Australian College of Dramatic Arts 3139
22707VIC Certificate III in Screen Acting

Privacy of Personal Information Policy

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Policy Information

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

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

ACDA will allow students to make an application via email or hard copy 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 and 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. Note: the UOC's are delivered concurrently, and assessment does not take place until early October ready for the results for Schools. Assessments can be tracked in the task that are complete noting Not Satisfactory or Satisfactory.

Collection of information

ACDA will collect enrolment information specific to the 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, and all other information needed for AVETMISS collection of Data. ACDA has a privacy notification statement for new enrolments on their website.

ACDA is required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (the NVETR Act)) to disclose the personal information collected about students to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER).
The NCVER is authorised by law (under the NVETR Act) to disclose the students' personal information to the Department of Education, Skills and Employment.
The information is collected from students prior to the staring 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.
This is highlighted in the enrolment form and course assessment survey at the end of the course. 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

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 teachers and trainers delivering the course. This information is not made public or shared at any time.
Information comes directly from the parent(s) via the home school or cluster to ACDA or via Audit Answers (student management system).

Unique Student identifier

ACDA complies with the Australian Government's Unique Student Identifier (USI) Scheme for VET training.
The USI and individual certification number will identify an ACDA's student record.
USI information is via the USI Registry.

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 and Indemnity 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.

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. Internal administrative system using Dropbox and Student work using Google Classroom.

College positions responsible for implementing this policy:

- Administration and Office
- Marketing
- Trainers and Assessors

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