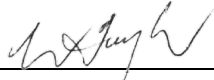
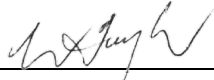
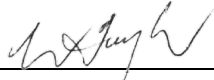


Policy Name	PRIVACY POLICY
Policy Number	G008_PO (Governance)
Purpose	This policy regulates how the Whitehouse Institute of Design, Australia (Whitehouse) collects and manages the personal information of students, staff and clients in accordance with the Australian Privacy Principles .
Scope	This policy applies to all aspects of personal information for staff, students and stakeholders across all campuses inclusive of the collection, storage, use, disclosure and disposal of personal information.
Policy Statement	<p>Collection of Personal Information</p> <p>Personal information will be collected as part of the admissions and enrolment process, or in the case of employees as part of the staff engagement process, in accordance with current legislation.</p> <p>Storage of Personal Information</p> <p>All personal information and data must be retained in secure locations, accessible only to staff with formal responsibility for that data area. Whitehouse will store data in secure systems and locations. The length of time data will be held will be informed by relevant sections of the legislation and other regulatory requirements.</p> <p>Use of Personal Information</p> <p>Whitehouse use of personal information will be strictly in accordance with current legislation.</p> <p>Disclosure of Personal Information</p> <p>Whitehouse will not disclose any person's personal information without their consent unless otherwise required to do so by law.</p> <p>Organisations which Whitehouse may disclose information include:</p> <ul style="list-style-type: none"> • professional advisers including accounting auditors and lawyers • government and regulatory authorities including, but not limited to; Department of Immigration and Border Protection; Department of Education and Training; Department of Employment; Australian Skills Quality Authority; Tertiary Education Quality and Standards Authority and the Australian Taxation Office. <p>Whitehouse may also be required to disclose personal information to comply with subpoenas, court orders and other legal processes.</p> <p>In exceptional circumstances, personal information may be disclosed to a third party if it is necessary to do so in order to manage a threat to staff or students.</p> <p>Access to Personal Information</p> <p>Staff and students have the right to access their personal information, subject to some exceptions allowed by law. In addition, staff and students have the right to request the amendment of the personal information held if it is believed to be incorrect.</p> <p>Accuracy of Information</p> <p>Whitehouse takes all reasonable precautions to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date.</p>

<p>Relevant Legislation</p>	<ul style="list-style-type: none"> • Fair Work Ombudsman • National employment standards • Higher Education Industry—Academic Staff—Award 2010 • Higher Education Industry—General Staff—Award 2010 • Australian Human Rights Commission Act 1986 • Privacy Act (Cwlth) 1988 • Australian Privacy Principles, 2014 • Education Services for Overseas Students Act 2000 (ESOS) • Privacy and Personal Information Protection Act 1998 (NSW) • State Records Act 1998 (NSW) • Information Privacy Act 2000 (Victoria)
<p>Key Related Documents</p>	<p>Code of Conduct</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Staff Handbook</p> <p>Student Handbook</p> <p>Enrolment Forms and Application Guides</p> <p>Student Files</p> <p>Disclosure of Personal Information Application</p> <p>Leave Forms</p>
<p>Definitions</p>	<p>What is personal information?</p> <p>The privacy Act definition of personal information is:</p> <p><i>“...information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.”</i></p> <p>Text from http://www.privacy.gov.au/aboutprivacy/what</p> <p>Personal information held by Whitehouse in student files etc may include names, date of birth, current and previous addresses, contact numbers, email address, fee payment details, nationality, passport/visa number and academic record.</p> <p>Sensitive Information: is personal information about a person’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record.</p>
<p>Responsible Officer</p>	<p>Executive Directors</p>
<p>Approval Authority/ Authorities</p>	<p>Board of Governors</p>

Date Approved	10/04/2017								
Date of Commencement	11/04/2017								
Date for Review	11/04/2020								
Documents superseded by this Procedure	001 – Governance: Privacy Policy and Procedure November 2012 005.001 Privacy of student, staff and client information								
Amendment History	<p>05/2018 Re-branding – Header & Footer only</p> <p>12/2016 Policy and Procedures separated. Updated formatting and minor amendments Updated hyperlinks 3/14 Amended according to new federal amendments 12/12 Changed formatting – included procedure and policy in one document. Minor Adjustments and inclusions to policy wording, no material change.</p> <p>19/09/2012 Approved by Board of Governors</p> <p>05/05/2009 Prior Approval</p>								
Signed and dated for Whitehouse Institute Pty Ltd	<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">Les Taylor</td> <td style="width: 33%;">30/05/2018</td> </tr> <tr> <td>Signature</td> <td>Name</td> <td>Date</td> </tr> </table>				Les Taylor	30/05/2018	Signature	Name	Date
	Les Taylor	30/05/2018							
Signature	Name	Date							

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Board of Governors Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students