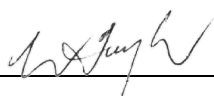


<b>Procedure Name</b>	<b>PRIVACY PROCEDURE</b>
<b>Procedure Number</b>	<b>G008_PR (Governance)</b>
<b>Purpose</b>	This procedure regulates how the Whitehouse Institute of Design, Australia (Whitehouse) collects and manages the personal information of students, staff and clients in accordance with the Australian Privacy Principles.
<b>Scope</b>	This procedure 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.
<b>Procedure</b>	<p>Whitehouse in consideration of the Australian Privacy Principles addresses the following: The types of personal information that Whitehouse collects and holds:</p> <p><b>Financial Information</b></p> <ul style="list-style-type: none"> <li>Information relating to financial transactions including but not limited to bank account details and credit card information will only be gathered as required for the purpose of payments of fees and other debts to Whitehouse.</li> <li>Staff financial information shall only be collected for the purpose of salary payments.</li> </ul> <p><b>Personal Information</b></p> <ul style="list-style-type: none"> <li>Home address, next of kin, CV.</li> <li>Health /Medical conditions (if applicable and disclosed by staff or student for health and safety reasons).</li> </ul> <p>How Whitehouse collects and holds personal information:</p> <p><b>Financial Information</b></p> <ul style="list-style-type: none"> <li>All such information will be managed by the finance department and held in secure storage accessible only by authorised staff. Financial information will not be released to third parties unless required by law. Financial information will be stored only for: students – their period of study at Whitehouse. Staff during their period of employment at Whitehouse.</li> </ul> <p><b>Personal Information</b></p> <ul style="list-style-type: none"> <li>Relating to staff – stored in personal file kept in secure location, under the management of Finance Manager.</li> <li>Relating to Students – stored in Edupoint or in Student Records files, under the management of the Students Administration Officer.</li> </ul> <p>The purposes for which the entity collects, holds, uses and discloses personal information:</p> <p><b>How an Individual may access Personal Information:</b></p> <ul style="list-style-type: none"> <li>if students, staff or clients require access to their personal information a <i>Disclosure of personal information</i> application must be submitted</li> <li>any changes to personal information are to be submitted in writing (with copies maintained by both Whitehouse and the staff/student/stakeholder) with details of changes outlined.</li> </ul>

	<p><b>Complaints Process</b></p> <p>An individual may complain about a breach of the Australian Privacy Principles, or a registered APP code that binds Whitehouse. Whitehouse will deal with the complaint according to the following policies and procedures.</p> <p><b>Students</b></p> <p>Student Grievances and Complaints Resolution Non Academic Policy.          Student Grievances and Complaints Resolution Non Academic Procedure.</p> <p><b>Staff</b></p> <p>Staff Grievances and Complaints Resolution Policy.          Staff Grievances and Complaints Resolution Procedure.</p>
<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Fair Work Ombudsman</a></li> <li>• <a href="#">National Employment Standards</a></li> <li>• <a href="#">Higher Education Industry—Academic Staff—Award 2010</a></li> <li>• <a href="#">Higher Education Industry—General Staff—Award 2010</a></li> <li>• <a href="#">Australian Human Rights Commission Act 1986</a></li> <li>• <a href="#">Privacy Act (Cwlth) 1988</a></li> <li>• <a href="#">Australian Privacy Principles, 2014</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>• <a href="#">Privacy and Personal Information Protection Act 1998 (NSW)</a></li> <li>• <a href="#">State Records Act 1998 (NSW)</a></li> <li>• <a href="#">Information Privacy Act 2000 (Victoria)</a></li> </ul>
<p><b>Key Related Documents</b></p>	<p>Code of Conduct</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Staff Grievances and Complaints Resolution Policy</p> <p>Staff Grievances and Complaints Resolution Procedure</p> <p>Student Grievances and Complaints Resolution Non Academic Policy</p> <p>Student Grievances and Complaints Resolution Non Academic 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><b>Definitions</b></p>	<p><b>What is personal information?</b></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 <a href="http://www.privacy.gov.au/aboutprivacy/what">http://www.privacy.gov.au/aboutprivacy/what</a></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><b>Sensitive Information:</b> 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>
<b>Responsible Officer</b>	Executive Directors
<b>Approval Authority/ Authorities</b>	Board of Governors
<b>Date Approved</b>	10/04/2017
<b>Date of Commencement</b>	11/04/2017
<b>Date for Review</b>	11/04/2020
<b>Documents superseded by this Procedure</b>	001 – Governance: Privacy Policy and Procedure November 2012 005.001 Privacy of student, staff and client information
<b>Amendment History</b>	<p><b>05/2018</b> Re-branding – Header &amp; Footer only</p> <p><b>12/2016</b> Policy and Procedures separated. Updated formatting and minor amendments Updated hyperlinks</p> <p><b>3/2014</b> Amended according to new federal amendments</p> <p><b>12/2012</b> Changed formatting - included procedure and policy in one document Minor Adjustments and inclusions to policy wording, no material change</p> <p><b>19/09/2012</b> Approved by Board of Governors</p> <p><b>05/05/2009</b> Prior Approval</p>

<b>Signed and dated for Whitehouse Institute Pty Ltd</b>		<u>Les Taylor</u>	<u>30/05/2018</u>
	Signature	Name	Date

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