

# Privacy Policy

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## 1. Purpose

The Privacy Act 1998 regulates the way that organisations can collect, use, keep and disclose personal information. It gives individuals the right to know what information an organisation holds about them and a right to correct that information if it is wrong. Following is the information that the Privacy Act requires SIBT to communicate to all clients.

## 2. Application

This policy applies to students and staff of SIBT. This policy should be read in conjunction with the Navitas Privacy Policy.

## 3. Policy Statement

SIBT is committed to the protection of information held about its staff and students. Such information will be managed in line with relevant legislation.

### *Why SIBT collects personal information*

Information is collected from students in order for SIBT to meet its obligations under the following Australian legislation:

- Higher Education Support Act 2003; and
- ESOS Act and the National Code 2007 - to ensure compliance with the conditions of overseas students visas and their obligations under the immigration laws generally.

### *Student's personal information*

SIBT keeps personal information on each student including:

- Name, address, date of birth, country of residence, agents details, allergies and illnesses;
- Application form and letter of offer;
- Passport, visa and Medibank numbers;
- Employment history (if provided by the student);
- Academic qualifications and details of Recognition of Prior Learning (RPL);
- IELTS and TOEFL scores;
- Program and unit enrolments and marks and grades achieved;
- Financial details;
- Attendance records including medical certificates supplied to support absences;
- Tax File Number, and Commonwealth Higher Education Student Support Number, of students who apply for FEE-HELP.

SIBT keeps personal information on each staff member including:

- Name, address, date of birth, contact details;
- Curriculum vitae.

SIBT keeps personal information on each supplier including:

- Name, address, account numbers, contact details.

SIBT keeps personal information on each agent including:

- Name, address, contact details;
- Agent agreements;
- Details of commissions paid.

#### 4. How SIBT collects personal information

- Directly from the student or from their agent;
- The student accessing a secure site on the SIBT portal to update personal information;
- From Australian Government Departments;
- Directly from staff members;
- Directly from suppliers;
- Directly from agents.

#### 5. How SIBT uses your personal information

*Students:*

- Communication;
- Assessing applications to study at SIBT;
- To assist students in emergency situations;
- Conferring Awards for study;
- Releasing academic records to students who have applied to transfer to other academic institutions

*Staff:*

- Communication;
- Teaching staff Curriculum Vitae (CV) are referred to partner institutions who authorise appointment of teaching staff at SIBT;
- **Note:** All CVs submitted for roles within SIBT will be strictly confidential. Any manager who wishes to forward a CV to another Business Unit manager must get prior written permission from the applicant.

*Suppliers:*

- Correspondence.

*Agents:*

- Communication;
- Analysis of performance and Commission payments.

## Government

- SIBT provides personal information including personal and contact details, program enrolment details and changes, and the circumstances of any suspected breach of student visa conditions to the Australian Government, designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager, and to third party service providers (such as electronic storage providers and organisations which may assist in the processing and finalisation of a student's application).

In other instances information collected on the application form and during a student's enrolment can be disclosed without a student's consent where authorised or required by law.

## 6. Help SIBT to ensure we hold accurate information

SIBT takes all reasonable steps to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date. However the accuracy of the information depends on student, staff, supplier or agent advising if there are any errors in the personal information collected and providing updates to address and contact numbers.

## 7. How students can access their personal information

All students can access their personal information held by SIBT. Most of the personal information held on each student can be accessed via the secure SIBT portal using the student password. For security reasons requests to view other information not held on the website must be made in writing. After a 'Request to view student personal information' form is completed, an appointment will be arranged for the student to meet with the Student Administration Director to view their records. During this meeting the student will be shown their file and all notes SIBT has on file about them. Any questions will be answered. Except as required under the Standards for Registered Training Organisations, the National Code or by law, information about a client is not disclosed to a third party without the written consent of the client. If the student is under 18, information will be supplied to the parents or a legal guardian.

## 8. Definitions

- N/A

## 9. Related Documents

The Privacy Act 1998  
Higher Education Support Act 2003  
ESOS Act 2000  
National Code 2007  
Navitas Privacy Policy [http://www.navitas.com/privacy\\_policy.html](http://www.navitas.com/privacy_policy.html)

Amendment History

<b>Department:</b>	Governance	
<b>Approval Authority:</b>	SMT	
<b>Approval Date:</b>	28 April 2014	
<b>Date for Next Review:</b>	April 2017	
<b>Revision Date</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
13/05/11	1	Formatted to new template
06/10/11	2	Updated formatting in line with UPD
19/06/12	3	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>
09/08/12	4	Include reference to the Navitas Privacy Policy
19/03/14	5	Complete review of policy. Updated to reflect new Navitas Privacy Policy
25/02/16	6	Reformatted
10/03/16	7	Endorsed and approved at SMT.