PRIVACY AND PERSONAL INFORMATION POLICY

1. POLICY STATEMENT

Empower Institute (EI) is committed to ensuring the privacy of all students, staff and contractors and to ensuring implementation of the policy.

2. PURPOSE

In the course of its business, EI may collect information from students or persons seeking to enrol with EI, either electronically or in hard copy format, including information that personally identifies individual users. EI may also record various communications between individuals and EI. In collecting personal information EI will comply with the requirements of Schedule 1A of the Higher Education Support Act 2003, the Vet Provider Guidelines and the Information Privacy Principles set out in the Privacy Act 1988. This policy shall apply to EI and any person privy to any student information collected by EI.

3. PROCEDURE

EI will only collect personal information by fair and lawful means which is necessary for the functions of EI and is committed to ensuring the confidentiality and security of the information provided. The personal information supplied by individuals to EI will only be used to provide information about study opportunities, to enable efficient course administration, and to maintain proper academic records. If an individual chooses not to give EI certain information then EI may be unable to enrol that person in a course or supply them with appropriate information.

4. DEFINITIONS

Personal information is defined as information or an opinion, whether true or not, about an individual whose identity is apparent, or can reasonably be found out, from the information or opinion. The personal information can be recorded in any format – for example, in writing, online, digitally or by electronic means. Sensitive information means personal information about an individual’s racial or ethnic origin, political opinions, membership of a political, professional or trade association or trade union, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices or criminal record.

5. DISCLOSURE OF PERSONAL INFORMATION

Personal information about students studying with EI may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme Manager. This information includes personal and contact details and course enrolment details. EI will not disclose an individual’s personal information to another person or organisation unless:

a. The individual concerned is reasonably likely to have been aware, or made aware, that information of that kind is usually passed to that person or organisation
b. The individual concerned has given written consent to the disclosure

c. EI believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person

d. The disclosure is required or authorised by or under law; or

e. The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, EI shall include in the record containing that information, a note of the disclosure. Any person or organisation to which personal information is disclosed as described in this policy will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

6. COMMONWEALTH ASSISTANCE

Personal information may be collected so that EI can assess an individual’s entitlement to Vet Fee-Help assistance and to allocate a Commonwealth Higher Education Student Support Number (CHESSN). EI will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR will store the information securely in the HELP IT System (HITS). DEEWR may disclose information to the Australian Taxation Office. Personal information gathered for these purposes will not otherwise be disclosed without the individual’s consent unless required or authorised by law.

7. SECURITY OF PERSONAL INFORMATION

EI will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected and is up to date and complete. EI will securely store all records containing personal information and take all reasonable security measures to protect personal information collected, from unauthorised access, misuse, damage or disclosure.

8. ACCESS TO RECORDS

Individuals have the right to access or obtain a copy of the personal information that EI holds about them (which includes VET personal information). Individuals can access their personal information from the secure student portal of EI’s student management system. Where individuals that have no access to the student management system, request to access or obtain a copy of their personal information, they can do so in writing to:

Academic Manager
Empower Institute
Level 8, 815 George Street
Sydney NSW 2000
If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made. Where an individual requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

9. PUBLICATION

This Privacy and Personal Information Policy will be made available to students and persons seeking to enrol with EI by publication on the EI website (www.empower.edu.au). In order to ensure that students have given their informed consent for their personal information to be disclosed to certain third parties as outlined in this policy, EI will advise students on enrolment about this policy and its location.