



Registered Training Organisation: 45445

CRICOS Provider: 03728B

PRIVACY POLICY

Policy code	PP-001	Version 2.3	Effective date: January 2021
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OVERVIEW OF PRIVACY POLICY

The St Basil's RTO Privacy Policy outlines the circumstances in which personal information about students, staff and clients is collected, used and shared with others.

Student information and privacy policy is based on suggested wording from the Education Department and is based upon:

- The National Code 2018 - Standard 3.1 d.
- The Privacy Act 1988, Section 14 – Information Privacy Principles
- Plain English Guidelines to Information Privacy Principles 8-11.

The objective of the policy is:

1. To ensure the privacy of held personal data.
2. To clarify circumstances where personal information is provided to third parties.
3. To ensure the security of personal information within St Basil's RTO.

STUDENTS - TYPES OF PERSONAL INFORMATION COLLECTED

St Basil's RTO will collect the required personal information from All students

These include the following:

- full name, gender, date of birth
- enrolment and course information
- fees information
- medical conditions where it has been supplied by student
- Photo ID

STAFF AND CLIENT - TYPES OF PERSONAL INFORMATION COLLECTED

WHAT IS INFORMATION USED FOR?

The personal information maintained is strictly limited for St Basil's RTO to conduct its business of enrolment, training and certification of students and employment of staff. It may be shared between the Australian Government and designated authorities where relevant.

GAINING ACCESS TO YOUR INFORMATION

Any individual can gain access and correspondence to their personal information from St Basil's RTO. This request can be made in writing and with relevant form of identification.

GOVERNMENT ACCESS TO YOUR INFORMATION

Information collected about you during your studies can be provided, in certain circumstances, to the Australian Government and designated authorities.

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THIRD PARTY (NON- GOVERNMENT) ACCESS TO YOUR INFORMATION

Personal information will not be disclosed to any third party without the consent of the individual or as otherwise provided by law. In a situation where the permission is not possible, i.e. an emergency situation, a legal situation information may be shared at the discretion of a senior St Basil's RTO manager.

KEEPING OF DATA

St Basil's RTO respects the individual's right to privacy and undertakes to keep personal information in confidence. St Basil's RTO will hold student, staff and client data in storage deemed by St Basil's RTO is secured to protect the integrity of the personal information.

St Basil's RTO staff are made aware of their responsibility to keep student, staff and client data confidential and to only use this data as relevant in their daily operations and proper course of their work at St Basil's RTO. This includes both during and post their employment with St Basil's RTO. If in any doubt of their responsibilities of personal data, staff take responsibility to request further information or guidance from a senior manager from St Basil's RTO.

STUDENTS COLLECTING THIRD PARTY INFORMATION

Students who undertake activities such as case studies, student practical placements in which the student will be responsible for third party personal information e.g. a student may take a case history of person to complete a case study assignment.

In these cases, students are responsible to keep this third-party data confidential and to only use this data as relevant to their course requirements. This includes both during and post their enrolment with St Basil's RTO.

STATEMENT OF PRIVACY POLICY AND DATA COLLECTION

Whilst all the policies and procedures included in this Student Handbook are referenced and accepted by students enrolling into courses at St Basil's RTO, the following notices are displayed on specific enrolment information to reaffirm uses of private information.

GENERAL NOTICE

International Student Notice- Information is collected on this form and during your enrolment in order to meet our obligations under the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and TPS2017. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities.

PHOTOS & VIDEOS

Students at St Basil's RTO will participate in several classroom and extracurricular activities throughout their course. As a condition of enrolment, students authorise and give permission to St Basil's RTO to take appropriate photos and videos of such events, where students will be involved, and use it for marketing or promotional material.

This material will be the property of St Basil's RTO and does not owe any monetary benefits towards its students for any material that has been created. If you do not wish for your photographs to be taken and published, please inform St Basil's RTO prior to enrolment.

CONSUMER PROTECTION

St Basil's RTO aims to provide an environment to support quality vocational education and training to benefit individuals, industry, business and the wider community.

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As a Student you have the right to expect that the education and training will be consistent with the Australian Skills Quality Authority (ASQA) regulations, be informed about personal information that is collected about you and the right to review and correct that information, access to St Basil's RTO feedback and complaints handling process.

FOOTWEAR POLICY

St Basil's RTO's commitment to WHS standards, requires that all students have appropriate footwear whilst on premises. In particular, students who are enrolled in Certificate IV Ageing will require specific type of footwear in accordance with industry standards.

- Footwear MUST always be worn outside the classroom.
- Footwear must be worn when setting up work areas or when moving, adjusting, setting up or collapsing tables and/or chairs.

NATIONAL POLICE CHECK REQUIREMENT

Students who are enrolled in CHC43015 Certificate IV in Ageing Support will be required to obtain a National Police Check (at student's cost), to undertake certain activities in the course. These checks will be a pre-requisite to participate in some activities. Students without police clearance will be unable to participate and complete the course, which may result in deferment or cancellation their course.

Please refer to the course outline or Student Services Team to see if the course intended to study requires this.

The process for a National Police Check can be found at: -

https://www.police.nsw.gov.au/online_services/criminal_history_check/criminal_history/lodge_application_for_national_police_check

Applicants will need to pay a fee of \$50 directly to Service NSW.

KEEPING YOUR DETAILS UP TO DATE

It is the student's responsibility to update St Basil's RTO of any changes and/or corrections to your personal details including name, address, phone numbers and email address within 7 days of change. Please contact your Student Services Team to update your details.

STUDENTS MUST ENABLE EMAIL ACCOUNTS TO ACCEPT EMAIL SENT FROM St Basil's RTO

St Basil's RTO communicates regularly with all students via email. Students need to ensure they have the email system they are using to accept any email from St Basil's RTO including automated emails from our student management system. In the case of these automatic emails from St Basil's RTO. It is the students' responsibility to set their email setting to accept emails from St Basil's RTO.

We have adopted the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Commonwealth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at www.privacy.gov.au.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include; names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including by telephone, by email, via our website (www.stbasils.edu.au), from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

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We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent, or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of personal information

Your personal information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law

Security of Personal Information

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the personal information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your personal information

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

St Basil's RTO will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your personal information, we may require identification from you before releasing the requested information.

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Maintaining the Quality of your personal information

It is an important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website <https://stbasils.edu.au/>.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at info@stbasils.edu.au