Privacy Policy

Purpose and Legislative Background

Project Controls Institute, Australia collects and stores personal information on our students and industry clients. Project Controls Institute, Australia complies with the Privacy Act 1988 (Commonwealth).

This policy describes how Project Controls Institute, Australia collects, manages, uses, discloses, protects, and disposes of personal information in accordance with the thirteen Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Scope

This policy applies to all staff, students and third parties involved who will have access to any personal and confidential information and that, such information needs to be protected.

Policy

Privacy policy for agent's third parties:

Project Controls Institute, Australia is required to collect agent's information which may be shared with the Commonwealth or state and territory agencies including the Australian Government as relevant.

Privacy policy for students and staff:

Project Controls Institute, Australia takes the privacy of students and staff members seriously and complies with all legislative requirements. These include the Privacy Act 1988 and Australian Privacy Principles (effective from 12th March 2014).

Project Controls Institute, Australia will retain personal information about student enrolments. This includes

- students' personal details, ethnicity and individual needs, education background.
- Project Controls Institute, Australia will also retain records of the individual students training activity in accordance with the National Vocational Education and Training Regulator Act 2011.
- Personal Information is retained within Project Controls Institute, Australia's hard copy filling system and computer systems. Information is collected via the enrolment form and through completion of administrative related forms and based on training outcomes. Hard copy files are secured in lockable filing cabinets which are monitored throughout the day and secured in the evening. Electronic data retained on Project Controls Institute, Australia's computer systems and is protected via virus protection software and firewall protection. Project Controls Institute, Australia will ensure that the data that is backed up continuously to the servers are secure.
- Project Controls Institute, Australia is required by the National Vocational Education and Training Regulator Act 2011 to securely retain students' personal details for a period of 30 years from the date the enrolment was completed. The purpose of this is to enable participation in accredited training to be recorded for future reference and to allow the students to obtain a record of their outcome if required.
- In some cases, Project Controls Institute, Australia will be required by law to make student information available to Government agencies such as the National Centre for Vocational Education and Research or the Australian Skills Quality Authority. In all other cases, Project Controls Institute, Australia will seek the written
- permission of the student for such disclosure. If students require their records to be accessed by their parents or any third party, students' need to authorise this access in writing, otherwise this access will be denied.
- Students and staff at Project Controls Institute, Australia have the right to access their personal information that is being retained.

- Any concerns about how Project Controls Institute, Australia in managing personal information can be discussed with staff or Senior Management. Students and staff can also make an internal complaint in accordance with Project Controls Institute, Australia Complaints and Appeals handling Policy and associated procedures.
- Under the Privacy Act 1988 (Privacy Act) students and staff also have the right to make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of their personal information. More information can be found here: https://www.oaic.gov.au/privacy/privacy-complaints.

Management Action and Responsibility

The Operations Manager/Student Support Officer is responsible for implementing this policy. All staff hold responsibility for privacy of data collected by Project Controls Institute, Australia. CEO is responsible for overall management of this policy.

Definitions

Under the Privacy Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012 (s6(1)), personal and sensitive information is defined as follows:

Personal information: information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

Sensitive information: sensitive information is:

a) Information or an opinion about an individual's;
   i. racial or ethnic origin, or
   ii. political opinions, or
   iii. membership of a political association, or
   iv. religious beliefs or affiliations, or
   v. philosophical beliefs, or
   vi. membership of a professional or trade association, or
   vii. membership of a trade union, or
   viii. sexual preferences or practices, or
   ix. criminal record, that is also personal information;
b) health information about an individual; or
c) genetic information about an individual that is not otherwise health information; or
d) biometric information that is to be used for the purposes of automated biometric verification or biometric identification; or
e) biometric templates".

Legislative Context

The legislative base for this policy is as follows:

- National Vocational Education and Training Regulator Act 2011 (cth)
- Standards for Registered Training Organisations 2025
- The Australian Consumer Law 2011