

Procedures Relating to Personal Information

Definitions

For the purposes of this document:

The Act refers to the *VET Student Loans Act 2016*

Student/s refers to all persons enrolled or seeking to enrol in a unit of study that meets the course requirements

GDPR refers to the General Data Protection Regulation, being Regulation 2016/679 of the European Parliament and of the Council;

AIFD refers to The Australian Institute of Fashion Design (and all of its subsidiaries)

ITEC stands for the International Therapy Examination Council, who have been in existence since 1947. ITEC is an English-based therapy examination body, registered with the Qualifications and Curriculum Authority (QCA), and their qualifications are recognised internationally

Overview

The Australian Institute of Fashion Design Pty Ltd complies with the requirements of Section 54 of the Act and the Information Privacy Principles set out the *Privacy Act 1988* in relation to the collection of information relating to all students.

The Australian Institute of Fashion Design Pty Ltd will allow a Student to apply for and receive a copy of the VET personal information that the provider holds in relation to that student.

If students believe that the information held by the Australian Institute of Fashion Design Pty Ltd is incorrect they can correct the information by informing the Student Administration team at the campus they attend classes or through emailing admin@aicdedu.com.au

Collection of information

Personal information will not be collected unless:

- the information is collected for a purpose directly related to Students: and
- the collection of the information is necessary for or directly related to that purpose.

Personal information will not be collected by unlawful or unfair means.

Where personal information is collected for inclusion in a record or in a generally available publication the Australian Institute of Fashion Design Pty Ltd will take reasonable steps to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the Student concerned is generally aware of:

- the purpose for which the information is being collected;
- if the collection of the information is authorised or required by or under law the fact that the collection of the information is so authorised as required; and
- with whom the information may be shared (such as the Australian Government or Tuition Assurance Scheme).

Where the Australian Institute of Fashion Design Pty Ltd solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that:

- the information collected is relevant to that purpose and is up to date and complete; and
- the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the Student.

ITEC

We send personal information from our offices, when students are enrolled for an ITEC qualification course.

As an Awarding Organisation, we send your personal information to ITEC for the purposes of providing your requested qualification. We only use your personal information where this is necessary to:

- Administer your qualification assessment
- Record your progress and completion of the required assessment modules
- Where we are under a legal or regulatory obligation to do so, for example, to formally register the award of your qualification with the official bodies that regulate qualifications, examinations and assessments in the UK. (OFQUAL, Scottish Qualifications Authority, CCEA Northern Ireland and Qualification Wales).

- Therefore ITEC records and retains a record of your first name, last name, Unique Learner Number, date of birth, address and postcode. A separate privacy notice is published on itecworld.co.uk website covering information that may be collected if you use their website to contact them or access any of their supporting services.

ITEC retains personal data relating to your learning, assessment and certification to enable us to provide information about your learning or issue a replacement certificate for a period of 65 years.

In order to comply with any contractual, legal, audit and other regulatory requirements, we will retain personal data relating to appeals, investigations and our quality assurance processes, for a period of 6 years.

ITEC does not sell, rent, lease or disclose your personal information to third parties except for official reporting. However they may share your personal information with carefully approved business partners who assist us in delivering our services. All such service providers are prohibited from using your personal information except to provide these services to ITEC, and they are required to maintain the confidentiality of your information.

Storage and security of personal information

The Australian Institute of Fashion Design Pty Ltd will ensure:

- That the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; and
- That if it is necessary for the record to be given to a person in connection with the provision of a service to the VET Provider, everything reasonably within the power of the VET Provider will be done to prevent unauthorised use or disclosure of information contained in the record.

The Australian Institute of Fashion Design Pty Ltd will not use the information without taking reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete. The VET provider will not use the information except for a purpose to which information is relevant.

Students wishing to access their personal information held by the institute must do so in writing and allow 2 business days for the information to be compiled.

The Australian Institute of Fashion Design collects non-Personal Information on Site visits by users including, without limitation, which sections of the Site are most frequently visited, how often, and for how long.

This data is always used as aggregated, non-Personal Information, and may be shared with AIFD partners to provide them with information relating to how visitors use the Site. This is done for the purpose of providing you with the best and most efficient career management and recruitment services.

IP Addresses

AIFD's web servers gather your IP address to assist with the diagnosis of problems or support issues with our services, and to monitor the use of our Site, including the monitoring of the location of our users.

Cookies

AIFD uses cookies and applications to provide clients with a better browsing experience. These cookies and applications collect non-Personal Information such as preferences and click activity for measurement and for features such as remembering your details for 'Auto Login' (provided you have chosen this option). AIFD uses cookies and scripts in respect of Advertisers to assist AIFD in improving website performance, making business decisions, aiding in error reporting, aiding online payments and testing new functionality.

If you do not wish to have cookies active whilst you browse the Site you can "opt out" by modifying the privacy options in your browser. However, doing so will prevent access to some areas of the Site and limit your use of some of the AIFD services. In addition to the above, where users access the online **"Interest Register"** we use third party software development kits (SDK's) and services which collect non-Personal Information relating to your use of the AIFD register. including tracking of clicks and re-engagement.

The information collected may continue to be used by AIFD for, amongst other things, estimation of user numbers & advertising reaction.

Third Party Management

To better understand our users, AIFD utilises third party measurement companies to assess Site and mobile Site traffic. A tracking code is used to collect the following information on the usage of the Site:

- The number of page views (or page impressions) that occur on the Site;
- The number of unique visitors to the Site;
- How long these unique visitors (on average) spend on the Site when they do visit; and
- Common entry and exit points into the Site.

This aggregated, non-Personal Information is collated and provided to AIFD to assist in analysing the usage of the Site.

Disclosure

The Australian Institute of Fashion Design Pty Ltd will not disclose the information to a person, body or agency (other than the individual concerned) unless:

- the individual concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency;
- the individual concerned has consented to the disclosure;
- the VET Provider 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 student or of another person;
- the disclosure is required or authorised by or under law; or
- the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.
- The Australian Institute of Fashion Design, is required to submit data sourced from enrolment forms to the national VET administrative collection as a regulatory reporting requirement. The information contained on the enrolment form may be used by the institute or the following third parties for administrative, regulatory and/or research purposes:
 - School - if the student is a secondary student undertaking VET, including a school based apprenticeship or traineeship.
 - Employer - if the student is enrolled in training paid by their employer.
 - Government departments and authorised agencies.
 - Researchers.

A person, body or agency to whom personal information is disclosed will not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

Publication

This Procedures relating to Personal Information will be made available to students and persons seeking to enrol with the Institute through publication in the Student Handbook and on the Institute's website (www.aicd.edu.au).

Version control, Approval and Review

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