

## Information Privacy Policy

<b>Policy Statement</b>	<p>The Australian Guild Of Music Education Inc. recognises the right to privacy of client files and communications.</p> <p>As an organisation, the Australian Guild Of Music Education Inc. is committed to complying with the Information Privacy Principles as defined in the Commonwealth of Australia Privacy Act 1988.</p>	
<b>Purpose</b>	<p>To inform students of the Australian Guild Of Music Education Inc. policy in relation to the collection, use storage, security and disclosure of personal information collected about them and the right to access their personal information.</p>	
<b>Scope</b>	<p>The Australian Guild Of Music Education Inc. students, staff and visitors.</p>	
<b>Definitions</b>	<p>Privacy Act 1988.</p>	<p>An Act that makes provision for protecting the privacy of individuals, and for related purposes.                  The Privacy Act 1988 may be found at:  <a href="http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/32AA97DFE9AA8326CA256F7100071D25?OpenDocument&amp;mostrecent=1">http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/32AA97DFE9AA8326CA256F7100071D25?OpenDocument&amp;mostrecent=1</a>)</p>
<b>Policy</b>	<p>In complying with the Privacy Act, 1988, the Australian Guild Of Music Education Inc. shall meet the minimum standards for the collection, use and disclosure of personal information in the following manner:</p> <p><b>1. Collection</b>                  The Australian Guild Of Music Education Inc. shall only collect personal information that is necessary to carry out legitimate activities. Information shall be collected in a legal and just method and shall not, where reasonably possible, be intrusive.</p> <p>If practical, personal information shall be collected from individuals.</p> <p>When collecting personal information, the Australian Guild Of Music Education Inc. shall take reasonable steps to inform the person about:</p> <ul style="list-style-type: none"> <li>▪ The identity of this organisation</li> <li>▪ The purpose of collection</li> <li>▪ Their rights to access Personal Information held by this organisation</li> </ul> <p><b>2. Use and Disclosure</b>                  The Australian Guild Of Music Education Inc. shall only use or disclose information for the primary purpose (original reason for information being collected), for which it was collected.</p> <p>The Australian Guild Of Music Education Inc. shall not use or disclose information for a secondary purpose (any other purpose than the primary purpose) unless the individual has consented to the use or disclosure.</p> <p>The Australian Guild Of Music Education Inc. shall provide reasonable opportunity for an individual to opt-out of any activity that shall make use of their personal information.</p> <p>PLEASE NOTE: The Australian Guild Of Music Education Inc. may be</p>	

requested to make personal information available to authorised Australian Commonwealth and State agencies when required. For example, personal information about international students studying with the Australian Guild Of Music Education Inc. may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa condition. Personal information may also be collected to assess an individual's entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and to allocate a Commonwealth Higher Education Student Support Number (CHESSN). The Australian Guild Of Music Education Inc. will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR will store the information securely in HEIMS or the VET FEE-HELP IT System. 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.

### **3. Data Quality**

The Australian Guild Of Music Education Inc. shall take all reasonable steps to make sure that personal information is accurate, complete and up-to-date at the time of collection and use and that any personal information collected is not misleading.

### **4. Data Storage and Security**

The Australian Guild Of Music Education Inc. shall take all reasonable steps to ensure personal information is suitably and securely stored including ensuring that appropriate filing procedures are in place. The Australian Guild Of Music Education Inc. shall take reasonable steps to ensure the security of physical files, computers, networks and communications are maintained at all times.

The Australian Guild Of Music Education Inc. shall also ensure personal information is safe from misuse, loss, and unauthorised access, alteration or disclosure. Personal information shall be destroyed or de-identified when it is no longer needed for either the primary or approved secondary purpose.

### **5. Openness**

The Australian Guild Of Music Education Inc. shall make available, on request, our Privacy Statement and Policy. We shall also, on request and within reason, inform an individual of:

- The type of personal information we collect and hold
- The purpose for this information
- The method by which it is collected
- How it is used and disclosed.

### **6. Access and Correction**

If requested, the Australian Guild Of Music Education Inc. shall give individuals access to and correction of their personal information held by this organisation. If requested, a copy shall also be provided. This information is provided on the condition that none of the following exceptions apply:

- (a) in the case of personal information other than health information - providing access would pose a serious and imminent threat to the life or health of any individual; or

	<p>(b) in the case of health information - providing access would pose a serious threat to the life or health of any individual; or</p> <p>(c) providing access would have an unreasonable impact upon the privacy of other individuals; or</p> <p>(d) the request for access is frivolous or vexatious; or</p> <p>(e) the information relates to existing or anticipated legal proceedings between the organisation and the individual, and the information would not be accessible by the process of discovery in those proceedings; or</p> <p>(f) providing access would reveal the intentions of the organisation in relation to negotiations with the individual in such a way as to prejudice those negotiations; or</p> <p>(g) providing access would be unlawful; or</p> <p>(h) denying access is required or authorised by or under law; or</p> <p>(i) providing access would be likely to prejudice an investigation of possible unlawful activity; or</p> <p>(j) providing access would be likely to prejudice the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law; or</p> <p>(l) the enforcement of laws relating to the confiscation of the proceeds of crime; or</p> <p>(m) the protection of the public revenue; or</p> <p>(n) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct; or</p> <p>(o) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders by, or on behalf of, an enforcement body; or</p> <p>(k) an enforcement body performing a lawful security function asks the organisation not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.</p> <p>When requesting access to personal information, individuals shall:</p> <ul style="list-style-type: none"><li>▪ request to access their personal information formally in writing</li><li>▪ provide two (2) acceptable forms to prove their identity</li><li>▪ advise what format they require the information</li><li>▪ provide data storage, if necessary</li><li>▪ allow 14 working days for processing</li></ul> <p>The Australian Guild Of Music Education Inc. will provide individuals access to any personal information held about them free of charge. The Australian Guild Of Music Education Inc. may choose to charge a fee to make a copy of personal information. Should a fee apply, it will not be excessive.</p> <p>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 a student 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</p>
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	<p>noted on the record.</p> <p><b>Identifiers</b>                  The Australian Guild Of Music Education Inc. shall not assume, as its own identifier of a person, an identifier that has been assigned by:</p> <ul style="list-style-type: none"> <li>▪ A Government agency or agent</li> <li>▪ A contracted service provider for a Commonwealth Contract.</li> </ul> <p><i>Please note: A person's name or ABN number is not considered to be an identifier.</i></p> <p><b>7. Transborder Data Flow</b>                  The Australian Guild Of Music Education Inc. shall only transfer personal information to a foreign company if:</p> <ul style="list-style-type: none"> <li>▪ The foreign recipient has similar compulsory privacy limitations;</li> <li>▪ We have obtained the individuals permission; or</li> <li>▪ It is necessary to conduct business which involves the individual</li> </ul> <p><b>8. Sensitive and Health Information</b>                  The Australian Guild Of Music Education Inc. shall not collect personal information that is of a sensitive nature unless prior permission has been sought from the individual.</p>
<b>Associated Procedure(s)</b>	<p>In support of this policy the following procedures are included:</p> <p>There are no procedures currently associated with this policy.</p>
<b>Associated Documents</b>	<p>STATEMENT: 1.2.008_1STAT: Privacy Statement                  ACT: The Privacy Act 1988:  <a href="http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/32AA97DFE9AA8326CA256F7100071D25?OpenDocument&amp;mostrecent=1">http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/32AA97DFE9AA8326CA256F7100071D25?OpenDocument&amp;mostrecent=1</a></p>
<b>Publication</b>	<p>This policy will be made available to students and prospective students by publication on the Australian Guild Of Music Education Inc. website (<a href="http://www.guildmusic.edu.au">www.guildmusic.edu.au</a>). 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 procedure, the Australian Guild Of Music Education Inc. will advise students on enrolment about these procedures and where they are located.</p>