

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110
RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

Advanced Diploma of Rudolf Steiner Education

(course code 69801, CRICOS code 071548)

PRIVACY POLICY

The Melbourne Rudolf Steiner Seminar (MRSS) and its partners, officers, employees and service providers ensure that they comply with the information privacy principles set out in Section 14 of the *Privacy Act 1988* when handling personal information.

Section 1 - Collection and Storage of Personal Information

1.1 Personal information collected by MRSS may include but is not limited to that required for:

- Providing services to students
- Processing Applications for Enrolment
- VET FEE-HELP Assistance Applications
- Repayment of Loans under HESA
- Maintaining Academic, Financial and Compliance Records
- CRICOS Applications and Records
- Information required by Federal and State Governments and Laws

1.2 Melbourne Rudolf Steiner Seminar ensures that:

- the information is collected for a purpose that is a lawful purpose directly related to a function or activity of the college and is necessary and related to that purpose;
- shall not be collected by unlawful or unfair means;
- before the information is collected or, if that is not practicable, as soon as practicable after the information is collected;
- the individual concerned is generally aware of :
 - i) the purpose for which the information is being collected
 - ii) whether the collection of the information is required by law
 - iii) any person to whom, or any body or agency to which, it is the collector's usual practice to disclose personal information of the kind so collected, and (if known by the collector) any person to whom, or any body or agency to which, it is the usual practice of that first-mentioned person, body or agency to pass on that information where information is collected for a record, 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 individual concerned. (See Informed Consent for Information Given to the Australian Government- Section 3.3 below)
- Information is collected in a timely and thorough way such that it is accurate, up to date, complete and not misleading;
- Secure storage arrangements including limiting access to coordinators and administrators, locked filing cabinets and computer access security are in place to protect privacy of personal information.

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Section 2 - Access to Personal Information Procedure

- 2.1 The Melbourne Rudolf Steiner Seminar ensures that students have access to their own personal information at no charge.
- 2.2 A student may request in writing on the Access to Personal Information Form held in the administration office to see all or part of the information held by the college.
- 2.3 This form is to be handed to the coordinator on the same day and where there is an urgent request the information must be supplied within the next 3 working days.
- 2.4 Where any record is found to be inaccurate a correction is made. Where a student requests amendment of inaccurate information but the record is found to be accurate the details of the request are noted.

Section 3 - Use and Disclosure of Personal Information

- 3.1. All personal information collected by the Melbourne Rudolf Steiner Seminar is only to be used for the purposes for which it was collected or other purposes allowed by the Privacy Act 1988 as below:
 - (a) the individual concerned has consented to use of the information for that other purpose;
 - (b) the Chief Executive Officer of the Melbourne Rudolf Steiner Seminar believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person;
 - (c) use of the information for that other purpose is required or authorised by or under law;
 - (d) use of the information for that other purpose is reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue; or
 - (e) the purpose for which the information is used is directly related to the purpose for which the information was obtained.

NB: Where personal information is used for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue, the record-keeper shall include in the record containing that information a note of that use.

- 3.2. Personal Information will only be disclosed in accordance with the *Privacy Act 1988* thus where:
 - (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, body or agency;
 - (b) the individual concerned has consented to the disclosure;

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- (c) the record-keeper 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.

NB: 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, the record-keeper shall include in the record containing that information a note of the disclosure.

NB: A person, body or agency to whom personal information is disclosed under clause 1 of this Principle shall 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.

3.3. Informed consent for information provided to the Australian Government will be obtained in regard to Application Forms and is included in the Request for VET FEE HELP Assistance. Where the CHESSN (Commonwealth Higher Education Student Support Number) is allocated prior to the submission of the Request for VET FEE HELP Assistance form the student is required to fill in the Informed Consent Form A.

Publication

These *Personal Information Procedures* will be published on the MRSS website.