

# Privacy Policy

## Purpose

This policy ensures that BIBA Academy meets its legal and ethical requirements regarding the collection, storage, and disclosure of personal information it holds regarding its current, potential and previous clients, staff, and interactions with external organisations.

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## Policy

### 1. Principles

1.1 In collecting personal information BIBA Academy will comply with the requirements set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2001.

1.2 BIBA Academy is committed to ensuring the confidentiality, integrity, and security of all information.

### 2. Collection of information

2.1 In the course of its business, BIBA Academy will collect information from students, potential students, and other clients either electronically or in hard copy format; including information that personally identifies individual people.

2.2 BIBA Academy will record various communications between the organisation and individuals, clients, and associated organisations.

2.3 BIBA Academy will only collect personal information by fair and lawful means that is necessary for the functions of BIBA Academy.

### 3. Use of information

3.1 The information supplied by individuals will only be used to provide information about study opportunities, to enable efficient administration, and to maintain proper client records. If an individual chooses not to provide certain information, then we may be unable to provide some services or provide appropriate information.

### 4. Disclosure of personal information

4.1 BIBA Academy will not disclose an individual's personal information to another person or organisation unless:

- 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 or organisation
- b) the individual concerned has given written consent
- c) BIBA Academy 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
- 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.

4.2 Any person or organisation to whom personal information is disclosed as described in this policy is not permitted to use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

4.3 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, BIBA Academy shall include in the record containing that information, a note of the disclosure.

## **5. Security of personal information**

5.1 BIBA Academy will take all reasonable steps to ensure that any personal information collected is:

- a) relevant to the purpose for which it was collected
- b) up to date
- c) completed
- d) accurately recorded.

5.2 BIBA Academy will store securely all records containing personal information and take all reasonable security measures to protect personal information collected from unauthorised access, misuse, or disclosure.

## **6. Right to access records**

6.1 Individuals have the right to access or obtain a copy of the personal information that BIBA Academy holds about them. Requests to access or obtain a copy of personal information must be made in writing and sent to our head office address at 236 Johnston Street, Fitzroy, Vic 3065 Australia

6.2 There is no charge for an individual to access personal information that BIBA Academy holds about them; however, there may be a charge of 20 cents per page for every page that it copies. Individuals will be advised of how they may access or obtain a copy of their personal information and the applicable fees within ten (10) days of receiving their written request.

## **7. Amendment to records**

7.1 If an individual considers the personal information that BIBA Academy holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information is amended by contacting us.

7.2 Where a record is found to be inaccurate, a correction will be made. Where an individual request that a record is amended because it is inaccurate, but the record is found to be accurate, the details of the request for amendment will be noted on the record.

## **8. Publication**

8.1 This Privacy and Personal Information Policy is available on our website to ensure that all individuals have given their informed consent for the collect personal information.