

Context: This policy has been developed to reflect the requirements of the Privacy Act 1988 (Cth), the Information Privacy Act 2000 (Vic) and the *Website Privacy – Guidelines for the Victorian Public Sector*, Edition 1, May 2004 outlined on the NMIT website <http://www.nmit.vic.edu.au/privacy/>

Scope: NMIT students (referred to as “you”) who have been previously enrolled or are currently enrolled in the institute. Prospective students (referred to as “you”) who supply personal information with regard to course enquiries or requests to be placed on NMIT distribution lists.

Access: Prospective students can access the Student Privacy Statement on the NMIT Website (www.nmit.vic.edu.au) by following the links to About NMIT and Rules and Policies. Enrolled students can access the Student Privacy Statement through the NMIT Student Portal under Rules & Policies.

1. Information collected

NMIT collects personal information about you

- (a) At enrolment
- (b) For attendance and assessment in your course
- (c) For the provision of a range of support services and activities
- (d) For the purpose of providing you with information about NMIT courses and activities

2. Purpose of collecting information

The purpose of collecting this information is to facilitate your study requirements and to provide you with services and opportunities which will enable you to participate fully in institute life or activities as an enrolled student or as a member of the community. Specific information that is collected is listed in the table of this document.

3. Access to information collected

You may seek to inspect such files at any time. Requests for access may be directed to those nominated in the table in this document or the NMIT Privacy Officer.

4. Disclosure

Disclosure of relevant parts of your personal information will be made to

- (a) Government authorities and organisations with legitimate legal right such as courts or law enforcement agencies as required by a summons, subpoena or other appropriate document or circumstance (eg child abuse, dangerous/threatening behaviour, medical emergency).
- (b) Appropriate NMIT officers where access to that information is relevant to the student relationship.
Specific bodies and/or circumstances leading to disclosure are listed in the table of this document.

5. Non-disclosure

We will not disclose information to any persons or organisations requesting personal information about you without prior authority from you, excepting those mentioned in 4(a) and 4(b) and the specific bodies listed in the table of this document.

TITLE: **STUDENT PRIVACY STATEMENT**

DOC ID: B/SV/D/7/012
PREPARED BY: Cathy O'Connor
APPROVED FOR USE: Anne Bambrook

PAGE: 2 of 5
EDITION: 2
DATE: 20/11/09

TITLE: STUDENT PRIVACY STATEMENT

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6. Complaints

Any complaints about the improper use of personal information are to be made in writing to the Chief Executive Officer. The Chief Executive Officer will arrange for the matter to be fully investigated and respond within 30 working days of the complaint being lodged.

Chief Executive Officer
NMIT
77-91 St Georges Road
PRESTON VIC 3072

Complaints can also be lodged with
Victorian Privacy Commissioner
GPO Box 5057
MELBOURNE VIC 3001

7. Privacy Officer

Refer matters in writing to:

Director Corporate Services
NMIT
77-91 St Georges Road
PRESTON VIC 3072

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NMIT department collecting information	Personal information collected for:	Disclosure of personal information	Access to personal information collected
<p>Academic Registry</p> <p>Marketing and Corporate Communications Department</p> <p>Library</p>	<ul style="list-style-type: none"> • Enrolment, including amendments to enrolment and personal details • Scholarship applications • Student ambassador applications • Access and borrowing rights 	<p>Government authorities for the collection of personal details for national surveys. Organisations such as the Victorian WorkCover Authority, rehabilitation providers, Centrelink, Department of Education, Employment and Workplace Relations, Skills Victoria and Austudy/Abstudy where release of that information is relevant to the proper work of the organisation</p> <p>Used for selection process</p> <p>Used for background information to introduce ambassadors at public functions</p> <p>Used for service provision only</p>	<p>Directed in writing to the Academic Registrar.</p> <p>Directed in writing to the Manager Marketing and Corporate Communications.</p> <p>Directed in writing to the Manager Information Services</p>
<p>Teaching Departments</p>	<ul style="list-style-type: none"> • Attendance and assessment details • Personal information for licences • Student funding arrangements 	<p>In the case of apprentices, instances of misconduct, poor performance or absenteeism will be reported to the employer.</p> <p>Appropriate licensing authorities</p> <p>Appropriate funding bodies</p>	<p>Under the authority of the Associate Director or Head of Department.</p>

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NMIT department collecting information	Personal information collected for:	Disclosure of personal information	Access to personal information collected
Student Services Department	<ul style="list-style-type: none"> • Counselling, including student loans and fee waivers • Disability support service • Gym membership • Recreational activities, including sports and excursions • First Aid • Housing 	<p>Used for service provision only</p> <p>Limited information is provided to funding bodies</p> <p>Used for service provision only</p> <p>Used for service provision only</p> <p>Used for service provision only but this may include disclosure to medical authorities in an emergency</p> <p>Used for service provision only</p>	<p>Directed in writing to the Manager, Student Services Department.</p>
International Office	<ul style="list-style-type: none"> • Enrolment • Attendance • Course completion 	<p>The relevant government departments are the Department of Immigration and Citizenship and the Department of Education, Employment and Workplace Relations.</p>	<p>Directed to the Manager International Office.</p>