



## Dental Nursing Australia

### PRIVACY POLICY AND PROCEDURE

#### Sharing of personal information

Personal information about students is collected as part of the application and enrolment process and during their ongoing enrolment at Dental Nursing Australia in order to meet Australian Government funding and regulatory requirements.

This information includes personal and contact details, course enrolment details and changes. In other instances information collected can be disclosed without a student's consent where authorized or required by law.

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#### Collection and Use of Personal Information

Dental Nursing Australia (the College) will only collect personal information by fair and lawful means which is necessary for the functions of the College and is committed to ensuring the confidentiality and security of the information provided to us.

The personal information supplied by individuals to the College will only be used to provide information about study opportunities, course administration, and academic information and to maintain proper academic records. If an individual chooses not to give the College certain information then the College may be unable to enroll the individual in a course or supply them with appropriate information.

In collecting personal information the College will comply with the privacy requirements of the National Standards and the Information Privacy Principles set out in the Privacy Act 1988. Personal information is secured in a security coded computer system and hard copies are filed in locked cabinets only accessible by Lecturing, Administration and Management Staff of the College.

A signed declaration form or written permission from the student is required for other personnel, sponsors, family etc to be able to access student information. Students who require information once leaving the college will need to complete and sign declaration form and provide identification for release of information.

Other circumstances that may arise, the College will not disclose an individual's personal information to another person or organization unless:

- i. 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 organization;
- ii. the individual concerned has given written consent to the disclosure;
- iii. the College 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;
- iv. the disclosure is required or authorized by or under law; or
- v. 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.

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 College shall include in the record containing that information a note of the disclosure.

Any person or organization to whom personal information is disclosed as described in this procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them. Disclosed person will be placed in student file, for future reference if required.

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## Commonwealth Assistance

Personal information may also be collected to assess an individual's entitlement to Commonwealth assistance. The College will disclose this information to the Department of Immigration and Border Protection for these purposes. Department of Immigration and Border Protection will store the information securely in the VET FEE-HELP IT System (VITS). Department of Immigration and Border Protection 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 authorized by law.

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## Security of Personal Information

The College will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up-to-date and complete.

The College will store securely all records containing personal information as per National Standards and take all reasonable security measures to protect, personal information collected from unauthorized access, misuse or disclosure.

## Right to Access and Correct Records

Individuals have the right to access or obtain a copy of the personal information that the College holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for a student to access personal information that the College holds about them; however we may charge a fee to make a copy. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request. Student request forms are available from Admin - Head Office Belmont or emailing: [admin@dnakingston.com.au](mailto:admin@dnakingston.com.au).

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 noted on the record. Written requests for access to or to obtain a copy of personal information held by the College should be sent to:

Dental Nursing Australia Training  
Head Office  
37 Hargreaves Street, Belmont  
Western Australia

Postal address:  
Dental Nursing Australia Training  
Head Office  
P.O. Box 69, Belmont  
6984, Western Australia

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## Publication

These Privacy and Personal Information Procedures will be made available to students and prospective students on the College's website and student handbook. 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 College will advise students on enrolment about these procedures and where they are located.

## Disclaimer:

The information provided by this notice is intended for use as a best practice guide for any collection, storage, use and/or disclosure of personal information by Dental Nursing Australia in complying with our obligations under the obligations under the Privacy Act 1988.

## Personal information about students

Why do providers need to inform students that their personal information may be shared?

Standards requires registered providers and students to enter a written agreement which, amongst other things, requires registered providers to set out circumstances in which personal information about the student may be shared between the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) Director

## What sort of information may be collected?


Personal information which registered providers will be required to collect from students includes:

- about the student: full name, gender, date and country of birth and nationality, residential address
- about the course: agreed starting date and if the student didn't begin the course when expected; the expected completion date, and any termination of the student's enrolment prior to the expected completion date; and any change to the identity or duration of the course
- about tuition fees information about all tuition fee pre payments made by student including the periods to which these payments relate, and an estimate of the total amount the student will be required to pay to undertake the full course (non public providers only).

## What is this information used for?

The information may be shared between the Australian Government and designated authorities and, if relevant, the TPS Director for the purposes of:

- promoting compliance with the Standards for RTO 2015
- assisting with the regulation of providers

<b>Provider No: 52256</b>

<b>Success Training Company Pty Ltd</b>
<b>Dental Nursing Australia</b>
<b>Policies and Procedures</b>
<b>Policy Title:</b> Privacy Policy and Procedure
<b>Policy Number:</b> Vol:4 0714 P SL
<b>Policy Date:</b> July 2014
<b>Policy Renewal:</b> July 2015
<b>Responsibility:</b> Compliance Manager

### Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 1.0		
Version 2.0		
Version 3.0		
Version 4.0	July 2014	Disclaimer, outdated references