



# Privacy and Personal Information Procedures

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# Privacy and Personal Information Procedures

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## *1.0 Overview*

In the course of its business, Investment Banking Institute Pty. Ltd. (ABN 45126400 824) RTO # 22047 (“IBI”) may collect information from students or persons seeking to enrol with IBI, either electronically or in hard copy format, including information that personally identifies individual users. IBI may also record various communications between individuals and IBI.

In collecting personal information IBI will comply with the requirements of the Information Privacy Principles set out in the *Privacy Act 1988* (Cth) and Public Records Act 1973 (Vic) (PR Act)

## *2.0 Collection and use of personal information*

IBI will only collect personal information by fair and lawful means which is necessary for the functions of IBI and is committed to ensuring the confidentiality and security of the information provided.

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

## *3.0 Disclosure of personal information*

The information that an individual provides may be disclosed to organisations that run courses in conjunction with IBI.

Personal information about students studying with IBI (including international students) may be shared with the Australian Government and designated authorities, including ASQA, Skills Victoria, the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) an applicable Tuition Assurance Scheme (TAS) manager (ACPET) and the Tuition Protection Service (TPS). This information includes personal and contact details, course enrolment details and changes, and in the case of international students the circumstance of any suspected breach of a student visa condition.

IBI 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 to the disclosure;
- c) IBI 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.

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

Any person or organisation 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.

#### **4.0 Commonwealth assistance**

Personal information may be collected so that IBI can assess an individual's entitlement to Government Funding (State and/or Federal). IBI will disclose this information other than to the appropriate Government Authorities. This information may be disclosed 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.

#### **5.0 Security of personal information**

IBI 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.

IBI 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.

#### **6.0 Right to access and correct records**

Individuals have the right to access or obtain a copy of the personal information that IBI holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for an individual to access personal information that IBI holds about them; however IBI 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.

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 an individual 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 IBI should be sent to RTO Manager.

### **IBI Privacy and Personal Information Procedures**

## 7.0 Publication

These *Privacy and Personal Information Procedures* will be made available to students and persons seeking to enrol with IBI by publication on IBI's website ([www.IBI.edu.au](http://www.IBI.edu.au)). 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, IBI will advise students on enrolment about these procedures and where they are located.

IBI  
[www.IBI.edu.au](http://www.IBI.edu.au)

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*8.0 Version history***VERSION CONTROL****Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes
5.0	April 2017	No material changes

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