Policy

Unity College Australia (UCA) has certain obligations in relation to the personal information which it holds about its students.

UCA complies with the requirements of Clause 23 of Schedule 1A of the Act and the Information Privacy Principles set out in the Privacy Act 1988 in relation to the collection of information relating to all students.

Students are entitled to protection of their privacy, as are staff and others who might have dealings with UCA. Privacy considerations apply to all information UCA may hold about students, including factual data (address, age, enrolment status, etc), academic progress (examination results, evaluation and assessment and academic standing) and personal welfare (family matters, medical matters, financial matters, etc).

UCA will seek to minimise the information it needs to hold in respect of individual students.

Procedure

Staff of UCA may require access at times to personal information about you, in your interests. To the extent that the information is private, UCA will restrict access to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests as a student.

UCA will not disclose personal information about you to other students, to people outside the college (other than in accordance with any legal or academic obligation, eg to Centrelink, if you are a recipient of a benefit such as Youth Allowance, and at their request) or staff who have no need of access to the information, unless you tell us, in writing, that you have given permission.

This means that we do not release any information we hold about you, including your address or your results, even to close relatives without your permission. As a general rule, details of friends, family members and others who contact UCA seeking information about students (including personal contact details) will be referred to the students, for action as they see fit.

If you apply to transfer to another tertiary institution, we may release to that institution or a tertiary admissions centre, information about your academic progress at this college, although normally you will have consented to this in your application to the new institution.

UCA likewise commits itself to ensuring that all information about students is stored securely.

UCA reserves the right to use any photographs, recordings and/or film or video taken of staff and students as part of college activities in its marketing materials. This right is acknowledged by students when signing the application form.

UCA will allow a student to apply to view and receive a copy of their own VET personal information held by the college.

This Confidentiality of Personal Information Policy & Procedure is also noted in the following Unity College Australia documents:

- Handbook
- Staff Handbook