



## Pol -020 Privacy Policy

### Purpose of the policy:

The purpose of this policy is to ensure the RTO's understanding and adherence to the relevant legislation directly thirteen Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

### Scope

#### This policy applies to:

- Mid City Campuses
- Students
- Management Team-members

### Definitions

**Coe** – Confirmation of Enrolment

### Responsibilities

- CEO

### Policy Statement:

Mid City College collects and stores personal information on our students and industry clients. Mid City College complies with the Privacy Act 1988 (Commonwealth).

This policy applies to all staff, students and third parties involved who will have access to any personal and confidential information and that, such information needs to be protected.

### Privacy policy for agents third parties:

Mid City College is required to collect agent's information which may be shared with the Commonwealth or state and territory agencies including the Australian Government as relevant for:

- Promoting compliance with the ESOS Act and the National Code.
- Assisting with the regulation of Agents.
- Promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or
- Facilitating the monitoring and control of immigration.

Agents should also note that information about agents who have agreements with Mid City College can be accessed by all CRICOS providers through PRISMS. Information that is provided includes:

- The outcome of the enrolments
- The percentage of completed CoEs by the Agent

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- The number of CoEs created with the Agent's involvement against the total number of CoEs created for the provider.

#### **Privacy policy for students and staff:**

Mid City College takes the privacy of students and staff members seriously and complies with all legislative requirements. These include the Privacy Act 1988 and the Australian Privacy Principles (effective from 12th March 2014).

- Mid City College will retain personal information about student enrolments. This includes students' details, ethnicity and individual needs, educational background.
- Mid City College will also retain records of the individual student's training activity in accordance with the National Vocational Education and Training Regulator Act 2011.
- Personal Information is retained within Mid City College's hard copy filing system and computer systems. Information is collected via the enrolment form and through completion of administrative related forms and based on training outcomes. Hard copy files are secured in lockable filing cabinets which are monitored throughout the day and secured in the evening. Electronic data is retained on Mid City College's computer systems and is protected via virus protection software and firewall protection. Mid City College will ensure that the data that is backed up continuously to the servers are secure.
- Mid City College is required by the National Vocational Education and Training Regulator Act 2011 to securely retain students' details for 30 years from the date the enrolment was completed. The purpose of this is to enable participation in accredited training to be recorded for future reference and to allow the students to obtain a record of their outcome if required.
- In some cases, Mid City College will be required by law to make student information available to Government agencies such as the National Centre for Vocational Education and Research or the Australian Skills Quality Authority. In all other cases, Mid City College will seek the written permission of the student for such disclosure. If students require their records to be accessed by their parents or any third party, students need to authorize this access in writing, otherwise, this access will be denied.
- Students and staff at Mid City College have the right to access the personal information that is being retained.
- Any concerns about how Mid City College is managing personal information can be discussed with staff or Senior Management. Students and staff can also make an internal complaint in accordance with Mid City College Complaints and Appeals handling Policy and associated procedures.

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- Under the Privacy Act, 1988 (Privacy Act) students and staff also have the right to make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of their personal information. More information can be found here:  
<https://www.oaic.gov.au/privacy/privacy-complaints>.

#### Development & Approval Information

<b>Policy Author:</b>	Sunil Baby
<b>Policy Owner:</b>	CEO
<b>Approval Body:</b>	CEO
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Version History		
Version	Date	Details
2.1	21/10/2021	Original Draft
2.2	10/12/2023	Updated
3.0	10/12/2024	Approved by CEO