

LATROBE COLLEGE OF ART AND DESIGN

PRIVACY POLICY

0.1 Preamble

During its business, La Trobe International Galleries P/L, trading as Latrobe College of Art and Design (LCAD), may collect personal information from individuals seeking to enrol, staff, contractors, and other relevant parties, either electronically or in hard copy format. Approved RTOs are required to handle personal information in accordance with the National Privacy Principles as outlined in the relevant legislation. The National Privacy Principles bind LCAD. The college is committed to protecting and maintaining the privacy, accuracy, and security of personal information.

1.0 Policy

LCAD is committed to the responsible handling of personal information and complies with the Privacy Act 1988. Information collected is only used for the purpose of delivery of our services and to comply with Government requirements and will not be released to a third party without the person's written consent, other than to the National Centre for Vocational Education Research (which the college is required to do under the conditions of its registration), and Commonwealth and State Government authorities or organisations with a legitimate legal right (such as DEWR, Centrelink, and emergency services). This statement does not apply to external websites that are linked from the LCAD website.

We are bound by the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth) (Privacy Act). This Privacy Policy has been drafted to comply with the APPs.

By providing personal information to us, the person consents to our collection, use, and disclosure of their personal information in accordance with this Privacy Policy and any other applicable arrangements between us.

2.0 What kind of information does LCAD collect?

LCAD may collect information such as name, address, date of birth, contact details, disability info, Unique Student Identifier (USI), and more. Additional types of personal information may also be collected where necessary.

Students' Tax File Numbers are no longer collected.

3.0 Personal information provided

LCAD will generally collect personal information held about an individual through forms completed, face-to-face meetings, interviews, telephone calls, emails, social media, and other communications.

4.0 How will LCAD use the personal information provided?

LCAD will use personal information from an individual for LCAD's primary purpose and such other secondary purposes that are related to the primary objective.

4.1 To keep learners informed about matters related to their training, through correspondence, newsletters, social media, direct contact, and reports;

4.2 Day-to-day administration;

4.3 Looking after learners' educational, health and well-being;

4.4 To satisfy LCAD's legal obligations and allow LCAD to discharge its duty of care.

5.0 Consequences of not supplying information (students)

If LCAD does not obtain the information referred to above, we may not be able to enrol a person or continue a person's enrolment. If a person does not agree to this, the person must advise LCAD in writing to the college coordinator.

6.0 Job Applicants, Staff members, visiting artists, outside industry people and contractors

In relation to personal information of job applicants, staff members, visiting artists, outside industry people and contractors, LCAD's primary purpose of collection is to assess and (if successful) to engage those people. The purposes for which LCAD uses this information include:

- 6.1 In administering the individual's employment or contract;
- 6.2 For insurance purposes;
- 6.3 Seeking funds and marketing for LCAD;
- 6.4 To satisfy LCAD's legal obligations, for example, in relation to child protection legislation

7.0 Management and security of personal information

LCAD has in place measures to protect the personal information it holds from misuse, loss, unauthorised access, modification, or disclosure, using various methods, including locked storage of paper records and password-protected access rights to computerised records.

8.0 Updating personal information

The LCAD endeavours to ensure that the personal information it holds is accurate, complete, and up to date. A person may request to update their personal information held by LCAD by contacting the administration at any time.

9.0 Right to Access and Correct Records

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which LCAD holds about them and to advise LCAD of any perceived inaccuracy. To request access to any information LCAD holds about a child you are responsible for (if they are under 18), the college is be emailed at admin@lcad.edu.au. LCAD will respond and verify the identity of the responsible person. Where a secondary person wishes to access the individual's information, proof that they have the authority to do so must be provided.

10.0 Complaints

For any enquiries, concerns or complaints regarding privacy or improper use of personal information is to emailed to the coordinator at admin@lcad.edu.au.