

PRIVACY POLICY

Approving authority	Governing Board
Purpose	This policy outlines how the Institute collects, uses, discloses and otherwise manages personal information supplied by its students.
Responsible Officer	Vice President
Next scheduled review	September 2021
Document Location	http://www.oxford.edu.au/higher-education/life-at-oxford/
Associated documents	Student Grievances and Appeals Policy Privacy Procedure

1. PRINCIPLES

Oxford Institute of Higher Education's role as a provider of higher education requires it to collect, store, use and disclose personal information relating to its staff and students. The Oxford Institute of Higher Education (hereinafter referred to as 'the Institute') is committed to protecting the privacy of personal information while honouring its obligations under the Privacy Act 1988 (Cth) (**Privacy Act**), the Australian Privacy Principles (**APPs**) and the Health Privacy Principles which are contained in the Health Records Act 2001 (Vic) (Health Records Act). The following Privacy Policy is based on the APPs in the Privacy Act 1988 (Privacy Act) and the Office of the Australian Information Commissioner's (OAIC) APP guidelines.

This Privacy Policy explains how the Institute collects, uses, manages, discloses and otherwise handles the personal information of its staff and students. It explains how information might be accessed or corrected and how a suspected privacy breach might be investigated.

The Institute may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to its operations and practices and to make sure it remains appropriate to the changing environment.

2. SCOPE

This privacy policy applies to the personal and health information (including sensitive information) of staff and students of the Institute.

3. DEFINITIONS

Acts means *Privacy and Data Protection Act 2014* (Vic), *Health Records Act 2001* (Vic), *Public Records Act 1973* (Vic) and *Privacy Act 1988* (Cth).

Australian Privacy Principles means the set of 13 principles in the *Privacy Act 1988* (Cth) governing the collection, use, disclosure, management and transfer of personal information by Commonwealth government agencies and private entities with an annual turnover of more than \$3 million.

Health information has the meaning given to it in section 3 of the *Health Records Act 2001* (Vic).

Health Privacy Principles means the set of 11 principles in the *Health Records Act 2001* (Vic) governing the collection, management, use, disclosure and transfer of health information by organisations such as the University.

Information Privacy Principles means the set of 10 principles in the *Privacy and Data Protection Act 2014* (Vic) governing the collection, use, disclosure, management and transfer of personal information by organisations such as the University.

Personal information has the meaning given to it in section 3 of *the Privacy and Data Protection Act 2014* (Vic).

Sensitive information is a subset of personal information that is generally afforded a higher level of privacy protection. Sensitive information is information or opinion about an individual's:

- membership of a political association;
- racial or ethnic origin;
- health or disability;
- membership of a professional or trade association or membership of a trade union;
- political opinions;
- religious beliefs, affiliations or philosophical beliefs;

- criminal record;
- sexual preferences or practices;

4. POLICY

The Institute observes and complies with the Australian Privacy Principles (APP) in the Privacy Act 1988 and the Health Privacy Principles which are contained in the Health Records Act 2001 (Vic) (Health Records Act). The APPs regulate the manner in which personal information is handled throughout its life cycle, from collection, to use and disclosure, storage, access and disposal.

4.1 Collection of Information

The Institute collects relevant personal and some essential sensitive information from its students only through lawful and fair means

Sensitive information is collected only where it is necessary for the functions or activities of the Institute and:

- (a) the individual student has consented; or
- (b) the Institute is required or authorised under law to do so.

Sensitive information will be used and disclosed only for the purpose for which it was provided or for a directly related secondary purpose, unless the information provider agreed otherwise, or the use or disclosure of the sensitive information is allowed by law.

Exception in relation to employee records: Under the Privacy Act, the Institute handles staff health records in accordance with the Health Privacy Principles in the Health Records Act.

4.2 Use of Personal Information

The particular purpose for which personal information is collected by the Institute is specified or reasonably apparent at the time the information is collected.

4.3 Disclosure of Personal Information

The Institute only discloses a student's personal information for the purpose which was either specified or reasonably apparent at the time when the information was collected.

4.4 Direct Marketing

The Institute may use the personal information of its students to send information about the services offered, as well as other information (including enrolment reminders, study suggestions, and invitations to participate in forums or surveys

4.5 Transferring Personal Information Overseas

The Institute does not transfer personal information overseas unless it is authorised by law to do so or consent has been gained as part of the services it provides.

4.6 Access to and Correction of Personal Information

Any person may request access to own personal information held by the Institute and to request its correction if the information held is inaccurate, incomplete or outdated.

The request for access or any requested changes will be dealt with in a reasonable manner and time.

4.7 Data Quality and Accuracy

The Institute takes all reasonable steps to ensure that any personal information it collects, uses and discloses is accurate, up to date, complete and (in the case of use or disclosure) relevant. Accordingly individuals are required to keep personal information accurate and up to date, advising the Institute in writing of any changes required.

4.8 Security of Personal Information

The Institute and its staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

The Institute has in place steps to protect the personal information it holds from misuse, interference and loss, unauthorised access, modification or disclosure

4.9 Publishing Personal Information on the Institute Website

The Institute will only publish personal information on its website if that information has been collected for this purpose, and only with the knowledge and consent of the individual concerned.

4.10 Complaints

If a person believes that the Institute has failed to handle their personal information in accordance with this Privacy Policy, a formal complaint should be made consistent with the Institute *Student Grievances and Appeals Policy* which is located on the Institute website.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENTS

This policy was initially developed with reference to the following institution's policy:

MIBT Privacy Policy, May 2016

VU Privacy Policy, May 2016

Independent Schools Council of Australia and national Catholic Education Commission Privacy Compliance Manual, August 2016

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	February 2014	Initial issue	CEO & President
2.0	September 2017	Internal review	GB
3.0	September 2018	Internal review	GB
Related legislation/ regulation/standard	HES Threshold Standards 2015 ESOS National Code 2018		