

# PRIVACY OF STUDENT INFORMATION

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## INTRODUCTION

The Rabbinical College of Aust & NZ collects and holds personal information about its students. Privacy considerations apply to this information, which includes statistical data (address, age etc), academic records (including results) and some personal matters (medical records/reports, financial information etc).

Students' personal information and records will be held in confidentiality in compliance with the conditions outlined below.

## POLICY

1. Staff access to personal information shall be on a "need to know" basis: only staff who need the information in order to carry out their duties and responsibilities, in the personal and/or academic interests of students, are permitted to have access to student files.
2. A student may apply and gain access to his Student Record Information. A copy of information held may be given out on the authorisation of the student.
3. The College will not disclose information about students to people outside the College (unless required by legal or academic obligations or in the case of medical need or emergency). Information will not be disclosed to staff who have no need of the information, unless the student gives written permission for the College to do so. This restriction on access to information does not apply to parents of students who will be informed throughout the year of students' academic progress, attendance, conduct and disciplinary issues, and cases requiring medical attention.
4. Under certain circumstances the College may be obliged to release personal information as required by law or by Federal and State government bodies. The circumstances under which information is released are outlined in procedural clauses 1. and 2.

## PROCEDURES

1. The College will provide information on enrolled students to:

1.1. The Australian Taxation Office, advising them of students' liability under the Higher Education Contribution Scheme (HECS) if applicable;

1.2. The Department of Education, providing information on various administrative matters where applicable;

1.3. Commonwealth and State agencies and the Tuition Protection Service, pursuant to obligations under the ESOS Act 2000 and the National Code.

The Rabbinical College of Aust & NZ is required under s19 of the ESOS Act 2000, to tell the Department about:

- (i) details of an accepted student (within 14 days)
- (ii) details of an accepted student who does not commence on the nominated date
- (iii) certain changes to a student's enrolment (including termination, changes of course identity or duration and other prescribed matters); and
- (iv) any breach by a student of a student visa condition relating to attendance or satisfactory academic performance.

In addition, the college is required to tell the Department if a student defers commencement or suspends study. (This can only be done in exceptional circumstances or on medical grounds, in which case a medical certificate is required to be filed.)

- 1.4. Centrelink, providing information for verification of entitlement to Youth Allowance or social security payments, where applicable;
  - 1.5. The Department of Immigration and Border Protection (DIBP), providing information on various administrative matters relating to overseas student visa requirements, including circumstances of any suspected breach by a student of a student visa condition.
2. The College will release information about individual students under certain circumstances to the following:
- 2.1. Recognised education institutions and tertiary admission centres, providing information on students who have applied for admission;
  - 2.2. The police. The College may be under a duty to provide information on request for the enforcement of the criminal law;
  - 2.3. The court. The College may be requested under subpoena or other order to provide information related to a civil legal action.
  - 2.4. Ambulance or emergency service, medical practitioner or Hatzolo members in the case of an accident or medical emergency.
  - 2.5. Overseas Student Health Cover (OSHC) provider.
  - 2.6. Other agencies as required and approved by the Executive Director.
3. From time to time release of confidential information could be critical in the public interest and is permitted by law. For example:
- 3.1 Where imminent physical harm is involved. A student could be the aggressor or a potential victim. These situations could involve threatened or perceived self harm.
  - 3.2 Where valuable or important property is imminently at risk. For example threatened or suspected damage to College premises or to motor vehicles.
4. The College will provide information about individual students to a medical practitioner and/or pathology laboratory when a student is required to undergo a test for alcohol, drug or substance abuse.
5. Information regarding the maintenance of files containing personal information and arrangements that exist to enable access to this information may be obtained from the Executive Director.
6. The Rabbinical College reserves the right to use photos or images of students for posting on its website, publications and other marketing or promotional material. Personal articles written by or about a particular student will not be published without prior written permission from the student.