

SYDNEY FILM SCHOOL

PRIVACY AND PERSONAL INFORMATION PROCEDURES

1. Overview

The Sydney Film School ("the School") holds a large amount of personal information concerning staff, students and other persons, as a natural consequence of its teaching and administrative functions. Some personal information is collected from the persons concerned, while other information is generated by the School in the course of its activities (for example, examination results). The privacy of persons about whom the School holds personal information must be respected, and these procedures outline how personal information should be handled within the School.

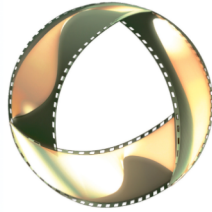
In collecting personal information the School will comply with the privacy requirements of the *Higher Education Support Act 2003* and the information privacy principles set out in the *Privacy Act 1988*.

2. Collection and use of personal information

The School will only collect personal information by fair and lawful means which is necessary for the functions of the School and is committed to ensuring the confidentiality and security of the personal information provided.

The School will only collect personal information from individuals where it is necessary to carry out a particular function or administrative activity. For instance, it is rare that information concerning a student's marital status is required for normal administrative functions associated with enrolment or study. Where the information is not required for any specific purpose, it should not be collected.

Where information is collected for a particular purpose, it should not normally be used for any other purpose. For instance, it is not acceptable to supply the names and addresses of students to commercial providers of goods or services, even where particular benefits may be offered to those students, since such information has been collected by the School only for enrolment and study-related purposes. If personal information is likely to be used for some other purpose, this should be disclosed at least by the time that information is collected and preferably before it is requested. In certain circumstances, information collected for one School purpose may be



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used for another but the unexpected use should be approved by the Registrar.

3. Disclosure of personal information

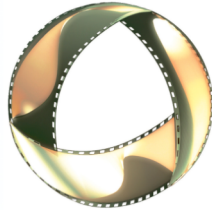
Personal information about students studying with the School (including international students) may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa condition.

The School will not disclose an individual's personal information to another person or organisation unless:

- a) the individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;
- b) the individual concerned has given written consent to the disclosure;
- c) the School believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
- d) the disclosure is required or authorised by or under law; or
- e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the School shall include in the record containing that information a note of the disclosure.

Any person or organisation to whom personal information is disclosed as described in this procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them.



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4. Commonwealth assistance

Personal information may be collected so that the School can assess an individual's entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and to allocate a Commonwealth Higher Education Student Support Number (CHESSN). The School will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR will store the information securely in the VET FEE-HELP IT System (VITS). DEEWR may disclose information to the Australian Taxation Office. Personal information gathered for these purposes will not otherwise be disclosed without the individual's consent unless required or authorised by law.

5. Security of personal information

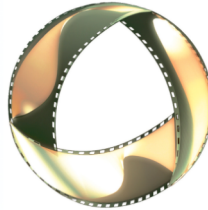
The School will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up to date and complete.

The School will store securely all records containing personal information and take all reasonable security measures to protect, personal information collected from unauthorised access, misuse or disclosure.

Paper-based records should not be left where members of the public, or others to whom the information they contain is not generally made available, may access them. Records containing personal information should be filed securely.

Appropriate arrangements should be put in place at the departmental level to ensure that access to computerised records is granted only to staff requiring such access in the course of their duties. Computer access passwords are intended as security devices and hence staff should not disclose their password to others.

Sometimes personal information will be obtained orally, for instance, in an interview with a student concerning course progress. The information may or may not be recorded in documentary form. Nonetheless, privacy should be respected, and the information should not be discussed with others, except where this is necessary to undertake functions concerning the student or staff member who has provided the information.



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6. Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that the School holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for a student to access personal information that the School holds about them; however we may charge a fee to make a copy. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

Written requests for access to, or to obtain a copy of, personal information held by the School should be sent to:

Registrar
Sydney Film School
82 Cope Street
Waterloo, NSW 2017.

7. Publication

These *Privacy and Personal Information Procedures* will be made available to students and prospective students by publication on the School's website (www.sydneyfilmschool.com). In order to ensure that students have given their informed consent for their personal information to be disclosed to certain third parties as outlined in this procedure, the School will advise students on enrolment about these procedures and where they are located.

8. Version Control

Document: Privacy and Personal Information Procedures		
Approved by: Management Committee	Ver: #1	Date: 24 February 2009