

Privacy

Heritage school of Business will follow the ten national privacy principles in the handling of personal information of students / employees.

- **Collection** - Heritage school of Business will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected;
- **Use and disclosure** - personal information will not be used or disclosed for a secondary purpose unless the individual has consented to or a prescribed exception applies;
- **Data quality** — Heritage school of Business will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up to date;
- **Data security** — Heritage school of Business will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorized access, modification or disclosure;
- **Openness** — Heritage school of Business will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information;
- **Access and correction** - the individual will be given access to the information held except to the extent that prescribed exceptions apply. Heritage school of Business will correct, and update information errors described by the individual;
- **Unique identifiers** - Commonwealth Government identifiers (Medicare number or tax file number) will only be used for the purposes for which they were issued. Heritage school of Business will not assign unique identifiers except where it is necessary to carry out its functions efficiently;
- **Anonymity** - wherever possible, the Heritage school of Business will provide the opportunity for the individual to interact with us identifying themselves;
- **Transborder data flows** - the individual's privacy protections apply to the transfer of personal information out of Australia; and
- **Sensitive information** — Heritage school of Business will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

Privacy Notice and Student Declaration

The Privacy Notice and Student Declaration is a statement acknowledged by a student to indicate awareness that personal information collected from the student may be used together with training activity information. The privacy statement lists the ways information about the student is held, used, disclosed and managed.

The following is minimum mandatory content for inclusion in a Privacy Notice and Student Declaration.