

STUDENT PRIVACY POLICY

PURPOSE:

This policy serves as an easier to understand summary of FLN's organisation-wide Privacy & Confidentiality Policy. It is for students in both accredited and pre-accredited streams.

SCOPE:

This policy is to help students understand how FLN collects, uses and gives out their personal information, and what students can control about their personal information.

POLICY:

There are laws and legislation that tell FLN how to manage your personal information. These laws include the *Privacy Act 1988 (Commonwealth)* and the *Privacy and Data Protection Act 2014 (Victoria)*.

These laws tell us the rules about:

- Collecting your personal information
- Storing your personal information
- Who can access your personal information
- Who FLN is allowed to give your personal information to
- How you can control or access the information you give to FLN
- What FLN has to do if someone unlawfully accesses your personal information
- Who you can speak to if you feel like your information was not handled properly

FLN, under the contracts that it holds with various organisations, is sometimes required to collect your information, and pass it onto them. These organisations have separate privacy policies that will be distributed to you so you understand what your information is being used for.

It is FLN's job to make sure you understand your rights regarding your privacy and the collection of your personal information. If you have any questions about the information here, please ask a member of staff to help you.

In general, with regard to your personal information, FLN will:

- Keep your personal information confidential at all times
- ONLY collect information that is relevant to your position as a student at FLN
- Use that information ONLY for things to with your studies
- NEVER give your information to anyone else, without getting your permission first (your consent)*
- Store your personal information securely, protecting it from unauthorised access
- Give you access to your information if you need it, and if anything is incorrect, be able to correct that information
- Inform you if your personal information was unlawfully accessed

*There are some circumstances where FLN is required by law to share your information to other organisations. FLN must share your information if:

- You do anything illegal relating to FLN
- Something you do makes it unsafe for others at FLN
- If FLN is worried that something you do might make it unsafe for your family or children
- If we have an obligation to notify the Department of Health and Human Services or other government bodies as legally required

Below is more specific information about how FLN treats your personal information in certain circumstances.

Collecting your information:

FLN will:

- Collect information about you from you only, wherever possible
- If the information comes from someone else, make sure that you know this information has been collected
- If the information is sensitive (health, religious, race, gender etc. information) only collect it with your consent
- Destroy any information not necessary or illegally received

Quality of information:

FLN will:

- Make sure all information collected is accurate, complete, up-to-date and relevant
- Make sure, if the information is incorrect or out of date, you can access it and correct it

Communication:

- FLN must ensure that everyone who works and volunteers at FLN understands this policy and how it affects their duties
- FLN will make sure that any conversations that touch on confidential subjects is conducted in private locations, where they cannot be overheard, to ensure such information is kept confidential
- This policy, and the longer, organisational policy, will be available on the FLN website
- FLN will make sure that you understand:
 - What information is being collected
 - Why it is being collected
 - How we manage this information
- FLN must also make sure that you understand your rights regarding your personal information, including:
 - Your right to access your information
 - The need for written consent for any staff at FLN to share your information
 - Your right to withdraw your consent for information sharing
- FLN must inform you if your information is unlawfully accessed
- In the event that you share information that FLN feels must be passed onto others for health and safety reasons, FLN will inform you that any information you give about that issue may not be confidential, in accordance with State and Federal Government law

Use and sharing of information:

FLN will:

- Only use information for the purpose it was collected for, not any other purpose.
- If the information needs to be used for another purpose, FLN will ask your permission before using that information.
- FLN will NEVER charge you to access, correct, or update your information
- FLN can release information to 3rd parties under the following conditions:
 - If an agency or government department puts a request in writing, and you give consent, we can provide the information
 - We can only give information to your Job Network if you give us your permission. If the Job Network is paying for your course, they are entitled to any information about your training, but your training only. No other personal information may be passed on.

Storage and Security:

FLN will:

- Make sure that your data is protected and secure at all times, and that no one can access it without authorisation.
- All confidential information will be stored either in locked filing cabinets (for paper copies) or secured electronically
- Make sure that if any data is stored by 3rd parties, that their privacy policy is accurate and fair
- Make sure that FLN's electronic systems are secure
- Ensure that all data kept is up-to-date and accurate
- Follow the Data and Records management policy when it comes to keeping records for any given period of time

Destruction and de-identification of information:

FLN will:

- De-identify and destroy documents as required by FLN's Data and Records Management Policy