

Privacy Policy

Purpose

Whitecliffe Institute of Creative Arts and Technology (the Institute) is committed to protecting the privacy and confidentiality of personal information collected from staff and students. This Privacy Policy outlines how we collect, use, disclose, and protect personal information in accordance with applicable privacy laws and regulations.

Relevant Documents and Legislation

Academic Integrity Policy
Cybersecurity Policy
Student Code of Conduct
Staff Code of Conduct
Student Record Management

Archives Act 1983 (Cth)
Do Not Call Register Act 2006 (Cth)
Freedom of Information Act 1982 (Cth)
Higher Education Standards Framework (Threshold Standards) 2021
Privacy Act 1988 (Cth)
Spam Act 2003 (Cth)

Principles

1. Collection of Personal Information

- 1.1. The Institute collects personal information from staff and students for the purposes of enrolment, employment, administrative processes, academic services, and other activities related to the functioning of the Institution.
- 1.2. Personal information may include, but is not limited to, names, addresses, contact details, identification numbers, academic records, financial information, employment history, and other information necessary for the provision of services and administration of the Institution.
- 1.3. Personal information may be collected through various channels, including online forms, paper forms, email correspondence, interviews, and in-person interactions.

2. Use of Personal Information

- 2.1. The Institution may use personal information collected from staff and students for the following purposes:
 - 2.1.1. Enrolment and registration
 - 2.1.2. Academic administration and record-keeping
 - 2.1.3. Provision of educational services and support

- 2.1.4. Employment and payroll administration
- 2.1.5. Communication with staff, students, and parents/guardians
- 2.1.6. Research and statistical analysis (in anonymised or aggregated form)
- 2.1.7. Compliance with legal and regulatory obligations
- 2.2. The Institute will only use personal information for the purposes specified at the time of collection, or as otherwise permitted or required by law.

3. Disclosure of Personal Information

- 3.1. The Institute may disclose personal information to third parties, including but not limited to:
 - 3.1.1. Service providers and contractors who assist in the provision of services (e.g., IT support, payroll processing)
 - 3.1.2. Government authorities or regulatory bodies as required by law
 - 3.1.3. Other educational institutions for the purpose of transfers or collaborations
 - 3.1.4. Research partners (in anonymised or aggregated form).
- 3.2. Personal information will not be disclosed to third parties for marketing purposes without obtaining explicit consent from the individual, unless otherwise permitted by law.

4. Security and Retention of Personal Information

- 4.1. The Institute implements reasonable physical, technical, and administrative safeguards to protect personal information from unauthorised access, use, disclosure, alteration, or destruction.
- 4.2. Personal information will be retained only for as long as necessary to fulfill the purposes for which it was collected, or as required by applicable laws and regulations.
- 4.3. The Institute's Chief Executive Officer and Chief Academic Officer, or their delegate, is permitted to disclose information as legally required.

5. Access and Correction of Personal Information

- 5.1 Staff and students have the right to access, update, and correct their personal information held by the Institute. Requests for access or correction should be submitted in writing to the designated privacy contact.
- 5.2 The Institute reserves the right to deny access to personal information in certain circumstances, such as when disclosure would violate the privacy rights of another individual or when prohibited by law.

6. Consent and Withdrawal

- 6.1. By providing personal information to the Institute staff and students consent to the collection, use, and disclosure of their information as described in this privacy policy.
- 6.2. Staff and students may withdraw their consent for the collection, use, and disclosure of their personal information by contacting Student Services. However,

withdrawal of consent may impact the provision of certain services or participation in specific activities.

Change and version Control

Version	Date Approved	Authored by	Approved by	Description
Version 1.0	29/06/2023	QA Manager	Corporate Board	Policy updated under new ownership
Version 1.1	09/05/2025	Executive Dean	Executive Dean	Minor changes: updating legislation, policies and procedures and names of people responsible.