



Student Privacy



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Hard Words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we will write what the word means.

You can get help with this book



You can get someone to help you

- read this book
- know what this book is about
- find more information.



About this book



This book is written by South West TAFE.



This book is about how we collect, use and look after your personal information.



The Information Privacy Policy at South West TAFE complies with the law.

There are guidelines and laws for us to follow to make sure your information is kept safe;

Privacy and Data Protection Act 2014

Privacy Act 1988

Health Records Act 2001.

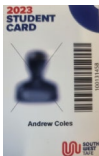


Why do we need to collect your details?



South West TAFE need to collect information from your enrollment forms about you to tell us who you are.

SWTAFE will ask you for your personal information so that we;



- Know you as a student of SWTAFE



- Can support you with what you need

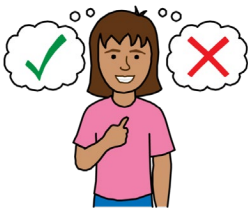
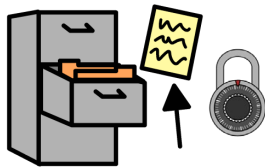


- Can contact you when we need to let you know information



- Meet Government guidelines

What are my rights for Privacy?



Everyone has a right to privacy when accessing SWTAFE. This means you have the right to;

- Have your information stored safely so others can't access it
- Access your own personal information
- Change or update your personal information when needed
- Be asked for permission before your information is given to someone (eg. Employer)
- Choose not to provide personal information (although this may affect what services can be offered to you)

What do we do with the information we collect?



Most of the time the information stays within departments at SWTAFE that support you. This might include;



- Teaching



- Finance



- Student Support



- Data team



- Library





Sometimes we need to share it with other organisations which might be;



centrelink

- Centrelink



- Employer (if you are a trainee or on placement)



Australian Government

- Government



- Auditors (who make sure SWTAFE are meeting all guidelines)



Is my information right?



We will try our best to make sure your information is correct. You can help us do this by;

- Filling out your enrollment form properly
- Letting Customer Service know when your details change
- Emailing us at learn@swtafe.edu.au



Can I look at my personal information?



You have the right to access your own personal information.



If you would like to do this you can speak to Customer Service.



You will need to ask in writing (email, letter or form)



If the information you ask for is hard to get, SWTAFE may need to ask for a **fee**

Fee means a money payment



If you tell us that the information is wrong, we will do our best to correct it

Can someone else look at my information?



We won't give your information to anyone else without your **permission** unless we need to by law

Permission means you tell us it's OK to share your information



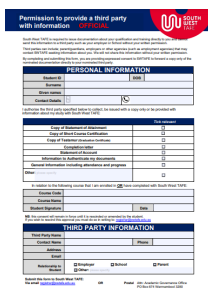
If someone else asks for your information, like your



- Parent/guardian



- Employer



We will ask for your written permission before we share it with them

What if I need more information?



You can ask for more information about what information we collect and what happens to it



You can do this by writing to;

Audit Risk and Compliance Manager

South West TAFE

P O Box 674 | WARRNAMBOOL | 3280

feedback@swtafe.edu.au

