

PERSONAL INFORMATION PROCEDURE

Purpose

To ensure College of Event Management maintains the privacy of personal information provided by staff, students, and participants.

Scope

This policy describes how College of Event Management will comply with the Privacy Act 1988 and the [Australian Privacy Principles](#) in the way it collects, uses, secures, and discloses personal information.

Collection of Information

In order to provide training and assessment services College of Event Management must collect personal information from students. This information is reported to government regulators under the requirements of the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS).

Information collected may include:

- a) Name
- b) Address
- c) Contact details (telephone)
- d) Date of Birth
- e) Gender
- f) Country of birth
- g) Language spoken at home
- h) Level of English spoken
- i) Disability information
- j) Highest secondary schooling completed
- k) Other qualifications completed
- l) Current employment status
- m) Indigenous Status

College of Event Management will only collect personal information by fair and lawful means.

Use and Disclosure

The information collected for the purpose disclosed at the time of collection will not be used for any other purpose without first obtaining consent from the student or participant, unless authorised or required by law.

College of Event Management will only use and disclose personal information to:

- a) Establish and maintain student and participant relationships
- b) Provide products and services as required by the student and participant
- c) Administer and manage those products and services
- d) Report to state/territory registering bodies in relation to training services provided


Training partners and industry engagement hosts

College of Event Management's training partners and/or industry engagement hosts who require personal information to provide a legitimate service, are also bound by these terms of privacy to ensure that personal information remains protected at all times.

Use of Internet

The internet will be used to transmit student personal information from delivery sites to other sites and to regulatory bodies. Security of data transmitted to regulators and other government agencies is managed by the respective bodies. College of Event Management takes reasonable steps to protect and secure personal information when using electronic data transfer channels.

Data Quality

College of Event Management will make every effort to ensure that personal information on file is accurate, complete, and current. Students and participants are encouraged to update their personal information to ensure accurate, complete, and up-to-date records are kept by the College. Contact:  enquiries@coem.edu.au

Storage and security of personal information

College of Event Management will ensure:

- that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification, or disclosure, and against other misuse; and
- that if it is necessary for the record to be given to a person in connection with the provision of a service to the VET Provider, everything reasonably within the power of the VET Provider will be done to prevent unauthorised use or disclosure of information contained in the record.

Access to Records

Student and participant personal information is available by contacting the College Administrator. Access to personal information will be controlled at all times and will only be provided if written consent is obtained from the student or the information is required to be disclosed by law.

Depending on the nature of the request, the College will respond within 5 working days.

Privacy Concerns

Students can raise any concerns they may have regarding personal information handling practices by contacting the College Administrator.

Policy Statement

College of Event Management will not disclose any information about our staff, students, or participants to any third party. The College uses the information collected for the services provided. No staff, student or participant information is shared with another organisation. If staff, student, or participant information is required by a third party the College will obtain written consent from the relevant staff, student, or participant prior to release of any information.

Publication

The Personal Information Procedure will be made available to students enrolled at College of Event Management Pty Ltd through publication on the [college website](#).

The College reserves the right to update and amend policies and procedures at any time.