

## Privacy Policy

### 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 Commonwealth Privacy Act 1988 and the [Australian Privacy Principles](#) in the way it collects, uses, secures and discloses personal information.

### Data Collection

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

### Information collected may include

Name  
Address  
Contact details (telephone)  
Date of Birth  
Gender  
Country of birth  
Language spoken at home  
Level of English spoken  
Disability information  
Highest secondary schooling completed  
Other qualifications completed  
Current employment status  
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.

We will only use and disclose personal information to:

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

### Training Partners and Industry Engagement Hosts

Our Training Partners and Industry Engagement Hosts who require personal information to provide a legitimate service, are also bound by these terms of privacy to ensure that student personal information remains protected at all times.

### Use of Internet

The internet may be used to transmit student personal information from delivery sites to other sites and to state registering bodies. Security of data transmitted to state and territory registering bodies is managed by the respective bodies and we have taken all reasonable steps to protect and secure personal information when using the internet.

### Data Quality

We will ensure that personal information is accurate, complete and up-to-date. Students and participants are encouraged to help us keep their personal information accurate, complete and up-to-date by contacting and informing us of any changes.

### Access to Records

Student and participant personal information is available by contacting College administration. 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, we will endeavour to respond within 5 working days.

### Privacy Concerns

Students are able to raise any concerns they may have regarding personal information handling practices by contacting College administration.

## Policy Statement

The following policy statement is published on the CoEM website.

*We will not disclose any information that we gather about our staff, students or participants to any third party. We use the information collected only for the services we provide. No staff, student or participant information is shared with another organisation. If staff, student or participant information is required by a third party we will obtain written consent from the relevant staff, student or participant prior to release of any information.*

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