

Privacy and Personal Information Procedures



1. Introduction

In the course of its business, Jazz Music Institute ("JMI") may collect information from students or potential students, either electronically or in hard copy format, including information that personally identifies individual users. JMI may also record various communications that students or potential students have with us.

In collecting personal information JMI will comply with the privacy requirements of the *Higher Education Support Act 2003* and the Information Privacy Principles set out in the *Privacy Act 1988 (Cth)*.

2. Collection and use of personal information

JMI will only collect personal information by fair and lawful means which is necessary for the functions of JMI and is committed to ensuring the confidentiality and security of the information provided to us.

The personal information supplied by individuals to JMI will only be used to provide information about study opportunities, to enable efficient course administration, and to maintain proper academic records. If an individual chooses not to give JMI certain information then we may be unable to enrol the individual in a course or supply them with appropriate information.

3. Disclosure of personal information

Personal information about students studying with JMI (including international students) may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa condition.

JMI will not disclose an individual's personal information to another person or organisation unless:

- a) the individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;
- b) the individual concerned has given written consent to the disclosure;
- c) JMI believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
- d) the disclosure is required or authorised by or under law; or
- e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, JMI shall include in the record containing that information a note of the disclosure.

Any person or organisation to whom personal information is disclosed as described in this procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

4. Commonwealth assistance

Personal information may be collected so that JMI can assess an individual's entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and to allocate a Commonwealth Higher Education Student Support Number (CHESSN). JMI will disclose this information to the Department of Education, Skills and Employment for these purposes. The

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Department of Education, Skills and Employment may disclose information to the Australian Taxation Office. Personal information gathered for these purposes will not otherwise be disclosed without the individual's consent unless required or authorised by law.

5. Security of personal information

JMI will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up to date and complete.

JMI will store securely all records containing personal information and take all reasonable security measures to protect, personal information collected from unauthorised access, misuse or disclosure.

6. Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that JMI holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for an individual to access personal information that JMI holds about them; however we may charge a fee to make a copy. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

Written requests for access to, or to obtain a copy of, personal information held by JMI should be sent to:

Administration Officer
47 Brookes Street, Bowen Hills.
Bowen Hills, 4006, Queensland.

7. Publication

These *Privacy and Personal Information Procedures* will be made available to students and prospective students by publication on the JMI web site (www.jazz.qld.edu.au).

In order to ensure that students have given their informed consent for their personal information to be disclosed to certain third parties as outlined in this procedure, JMI will advise students on enrolment about these procedures and where they are located.

8. Review and Accountabilities

This policy will be reviewed three years from its last review. JMI Executive Management are responsible for the implementation and review of this policy

9. Version Control

Document	Privacy and Personal Information Procedures	Author	JMI Executive Management
Approver	JMI Executive Management	Approved	20 April 2020
Next Review	March 2023	Version No.	4