

CONFIDENTIALITY OF PERSONAL STUDENT INFORMATION AT PIBT

Students are entitled to protection of their privacy, as are staff and others who might have dealings with PIBT. Privacy considerations apply to a great deal of information PIBT may hold about students, including personal data (address, age, enrolment status, etc), academic progress (examination results, evaluation and assessment and academic standing) and personal welfare (family matters, medical matters, financial matters, etc).

PIBT staff may require access at times to personal information about students. To the extent that the information is private, PIBT will restrict access to those staff who may need the information in order to carry out their responsibilities in the personal and/or academic interests of students.

Other than to confirm that individuals are, or have been, a student at PIBT, PIBT will not disclose personal information about students to other students, to people outside PIBT (other than in accordance with any legal or academic obligations) or to staff who have no need of access to the information, unless students advise PIBT in writing, that they have given permission.

This means that for students 18 years of age and over, PIBT does not release any information it holds about students, including the address, or results, even to parents or close relatives, without permission.

There are some exceptions to the general application of this policy, some of which are obligations imposed by law on PIBT. These include the following:

- Personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, 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 by the student of a student visa condition.
- Informing *Austudy* of enrolment details (but not results);
- Releasing statistical information to the Department of Education, Science & Training (DEST);
- Releasing information relating to *Fee-Help* obligations to the Department of Education, Science & Training (DEST);
- For overseas students, PIBT provides the Department of Immigration and Citizenship (DIAC), AusAID, and DEST, with certain information which it is required to release;
- PIBT may be asked to provide information to Centrelink;
- PIBT may release to the Department of Education & Training (DET) an academic progress and graduate status for those students for whom DET is a potential employer. Such information will be treated by DET as confidential;
- If a student is alleged to have committed an offence, PIBT may be requested to assist the police or other authorized persons by providing personal information about that student for enforcement of the law;
- If a student transfers to another tertiary institution PIBT may release to that institution information about the academic progress at PIBT, although normally the student will have consented to this in their application to the new institution;
- Disclosure information as necessary to prevent or lessen a serious and imminent threat to the life or health of the student or of another person.