



Axis Institute is the trading name of Manigram Pty  
Ltd

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[www.axisinstitute.edu.au](http://www.axisinstitute.edu.au)

A large, stylized graphic of the letter 'A' is centered on the page. It is composed of three parallel, upward-pointing chevron shapes. The leftmost and rightmost chevrons are a light grey color, while the middle chevron is a slightly darker shade of grey. To the right of the bottom of the 'A' is a large, solid orange circle.

## Privacy Policy

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## Version Control

Date	Version	Changes made	Author
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## 1. Purpose

The purpose of this policy is to ensure that information collected for and by Axis Institute is protected and utilised only in the light of its primary purpose.

## 2. Scope

This policy applies to all students, staff, third parties, education agents and contractors. The policy also covers collection and use of personal information, disclosure of personal information, security and integrity of personal information, marketing and access to personal information

## 3. Responsibility

The Chief Executive Officer (CEO) has overall responsibility to implement and monitor the policy while other relevant staff will assist in serving the purpose of this policy ensuring students and stakeholders are made aware of its application and confidential and privacy information is upheld at all times.

## 4. Compliance

<b>Compliance/legislation</b>	Privacy Act 1988 (Cth), Freedom of Information Act (1982), Australian Privacy Principles (APPs) (2014), and APP
	Standards 8 of the SRTOs 2015  Standard Eight: The RTO cooperates with the VET Regulator and is legally compliant at all times: Clauses 8.1, 8.2, 8.5, 8.6
	Standard 3- (Formalization of enrolment and written agreements)  3.3.6- set out the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the TPS, or state or territory agencies, in accordance with the <i>Privacy Act 1988</i>
National VET Data Policy 2020	Schedule-1 Privacy Notice

## 5. Definition

Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)	AVETMISS is the national data standard which ensures the consistency and accuracy of VET activity information. AVETMISS is authorised by the Ministers responsible for Skills and administered by NCVET. AVETMISS specifications include the: <ul style="list-style-type: none"><li>• AVETMISS VET Provider Collection specifications for the National VET Provider and National VET in Schools collections.</li></ul>
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	<ul style="list-style-type: none"> <li>• AVETMISS Apprentice &amp; Trainee Collection specifications for the Apprentice &amp; Trainee Collection</li> <li>• AVETMISS VET Financial Data for the National VET Finance Collection</li> </ul> <p>AVETMISS VET Funding for the National VET Funding Collection.</p>
Australian Privacy Principles (APP)	<p>13 Privacy principles for private sector organisations, Australian government, ACT government and Norfolk Island agencies covered by the Privacy Act 1988.</p> <p><a href="https://www.oaic.gov.au/resources/agencies-and-organisations/training-resources/privacy-law-reform/AustralianPrivacyPrinciples_summary_v6.pdf">https://www.oaic.gov.au/resources/agencies-and-organisations/training-resources/privacy-law-reform/AustralianPrivacyPrinciples_summary_v6.pdf</a></p>
National Centre for Vocational Education Research (NCVER)	<p>NCVER is a national research, evaluation and information organisation for the VET sector in Australia, jointly established by the state, territory and Commonwealth ministers responsible for skills. NCVER is the data custodian of the national VET statistical collections and national VET survey collections. For more information: <a href="http://www.ncver.edu.au">www.ncver.edu.au</a></p>
Nationally Recognised Training	<p>Nationally Recognised Training is any program of training leading to VET qualifications and statements of attainment that are recognised under the Australian Qualifications Framework.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>• industry training package qualifications and units of competency as listed on <a href="http://training.gov.au">training.gov.au</a></li> </ul> <p>courses and modules that have been accredited by a VET Regulator or authorised course accrediting body.</p>
Registered Training Organisation (RTO)	<p>A training organisation that is registered to deliver Nationally Recognised Training by one of the following VET Regulators:</p> <ul style="list-style-type: none"> <li>• The Australian Skills Quality Authority (ASQA)</li> <li>• Western Australia Training Accreditation Council (WA TAC) or the Victorian Registration and Qualifications Authority (VRQA).</li> </ul>
NVETR Act	<i>National Vocational Education and Training Regulator Act 2011 (Cth)</i>
Personal information	Personal information is information or an opinion, whether true or not, and whether
Privacy Notice	<p>Describes how an entity handles personal information collected from the student that may be used together with training activity information. The Privacy Notice lists the ways information about the student is collected and why, and how it is used and shared.</p> <p>The minimum mandatory content for inclusion in a Privacy Notice can be found at Schedule 1 of this Policy.</p>
VET Data	<p>VET Data refers to:</p> <ul style="list-style-type: none"> <li>• VET Activity Data</li> <li>• VET Outcome Data, and</li> <li>• VET Funding Data</li> </ul>

## 6. Policy

### 6.1 Collection

Axis Institute will collect only the information necessary for one or more of its functions. Individuals will be told the purposes for which the information is collected.

Information is collected during enrolment in order to meet our obligations under the ESOS Framework including ESOS Act 2000 and the National Code 2018; to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code 2018.

### 6.2 Use and Disclosure

Personal information will not be used or disclosed for a secondary purpose unless:

- the individual has consented to disclosure
- Axis Institute reasonably believes the disclosure is necessary in relation to serious or life-threatening circumstances of the individuals or others
- The disclosure is authorised by law
- a prescribed exception applies

Should information be disclosed as per the above, the disclosure will also be noted in the individual's records.

International students should be aware that the information collected may be shared with the Australian Government and designated authorities for their record keeping and visa monitoring, as well as the Tuition Protection Scheme (TPS) and the ESOS Assurance Fund Manager in accordance with the Privacy Act 1988.

This information includes personal and contact details, course enrolment details and changes, fee payment and the circumstances of any suspected breach of student visa conditions.

In other instances, information collected during enrolment can be disclosed without the student's consent where authorised or required by law. ESOS Framework can be found at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

### 6.3 Data Quality

Axis Institute will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up to date.

### 6.4 Data Security

Axis Institute will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. Steps taken

include ensuring suitable physical, electronic and administrative processes have been put in place. Authorised staff are also trained in the privacy and security principles for the handling, access, storage, disclosure and management of student information and data.

## **6.5 Sensitive Information**

Axis Institute will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

## **6.6 Openness**

Individuals have the right to access or obtain a copy of their personal information held by Axis Institute. Axis Institute will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information, in addition to providing a copy of an individual's personal information if requested.

## **6.7 Access and Correction**

Individuals will be given access to the information held except to the extent that prescribed exceptions apply. Axis Institute will correct and update inaccurate or out of date information as identified by an individual.

## **6.8 Unique Identifiers**

Commonwealth Government identifiers (e.g. Medicare number or tax file number), will only be used for the purposes for which they were issued. Axis Institute will not assign unique identifiers except where it is necessary to carry out its functions efficiently.

## **6.9 Anonymity**

Wherever possible, Axis Institute will provide the opportunity for the individual to interact with them without identifying themselves.

## **6.10 Transborder Data Flows**

The individual's privacy protections apply to the transfer of personal information outside of Australia.

## **6.11 Complaints**

Students may access the Institute's Complaints and Appeals process should they consider that Axis Institute has breached the Australian Privacy Principles or the Privacy Act 1988. In line with our Complaints and Appeals Policy, the Institute will ensure the timely, transparent and unbiased investigation of any complaint and respond to the individual in writing outlining all findings.