



Student Personal Information

Preamble:

For the purposes of this policy, student information is considered to be information (hard-copy and computerised forms) not in the public domain which identifies a student and which is capable of being associated with a particular student. Some information is collected from students, while other information is generated by Australian Institute of Business (AIB) in the course of its activities (e.g. examination results). Examples of student information include home address, home telephone number, date of birth, admission details, enrolment details and academic performance.

Purpose:

The purpose of this Policy is to ensure that student information is protected from unauthorised use or disclosure.

Scope:

Institution wide

Detail:

1. Collection of Student Information

Student information should be collected only where it is necessary to carry out a particular function or administrative activity. Where the information is not required for any specific purpose, it should not be collected. Where information is collected for a particular purpose, it should not be used for any other purpose.

2. Confidentiality

Student information is to be treated as confidential to the student, and should not be disclosed (other than as required by law) to anyone but AIB staff who have a demonstrated need for this information to carry out their duties.

3. Student Access

Students may view their own student file but only in the presence of a staff member.

Any document which is marked confidential or which contains information on another student, will be removed before viewing and replaced by a brief description of the document removed. If students require photocopies of documentation, charges may be levied.

Students will not be given copies of their examination scripts or other assessments but they will be permitted to view them in the presence of a staff member in accordance with this policy.

4. Disclosure of Student Records

As a general rule, information not publicly known and which concerns students should not be disclosed to anyone but AIB staff who has a demonstrated need for this information to carry out their duties.

There are several exceptions to this rule:

- Disclosure to third parties only with the prior written consent of the student concerned.
If an enquiry concerning a student's academic record is made by a person or body clearly having a valid reason for seeking the information, eg a university or a prospective employer, the Registrar must obtain the written consent of the student involved before releasing or verifying any information.
- Where the student is also enrolled with an AIB Teaching Centre, personal student information and information regarding grades may be shared with the relevant Teaching Centre.
- Disclosure of all new students to The Flinders University of South Australia enrolled in each calendar month for the purpose of giving those new students access to the on line library Pro-Quest.
- Disclosure required by virtue of the operation of law or order of a court as set out below.

5. Disclosure of student information under statutory or other legal authority

In some cases, legislation has conferred upon certain organisations and officers the right to demand and receive student information, even though it would otherwise be regarded as confidential. Examples include professional registration boards/authorities, the Commonwealth Department of Education, Science and Training, Centrelink, the Australian Taxation Office, Department of Immigration and Multicultural and Indigenous Affairs, and AusAID.

AIB must also provide information concerning a student if required to do so under a Court order. Such requests are dealt with by the Registrar.

In addition, AIB may be required to release information to State and federal police where a student is reasonably suspected of having committed a criminal offence, or can assist in the prevention or solving of a crime, or in the case of an emergency. Such requests must be directed to the Registrar. In all cases, the bona fides of the person requesting the information will be confirmed before any information is released.

Related Forms:

Nil

Responsibility:

Student Support Services

Related Policies:

Confidentiality

Current Status

Approved By:

Date of Approval:

Previous version:

Version 2

Board of Directors

1 July 2011

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