

Unique Student Identifier [USI]
Policy

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Issue Date:	Issue History:
May 2016	Initial release (V1.0)
September 2016	Reviewed and updated (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed

Policy Title	Unique Student Identifier [USI]
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<p>1. Purpose</p>	<p>This policy provides a framework for staff regarding how Cambridge International College Pty Ltd collects, stores, uses and disseminates the Unique Student Identifier [USI].</p>
<p>2. Scope</p>	<p>The policy applies to all prospective and current students and persons involved with collection or management of student information including staff and contractors.</p>
<p>3. Policy Statement</p>	<p>CIC is required to comply with Privacy legislative requirements including:</p> <ul style="list-style-type: none"> • Commonwealth Privacy Act 1988 and 13 Australian Privacy Principles (APPs) • Information Privacy Act 2000 (VIC) • Information Privacy Bill 2007 (WA) • Freedom of Information Act 1982 <p>In compliance with the APPs, CIC:</p> <ul style="list-style-type: none"> • Has an open and transparent management of personal information • including having this privacy policy • Collects and appropriately manages personal information including giving • notice about collection • Advises how personal information can be used and disclosed (including • overseas) • Ensures the quality of personal information that it uses or discloses is • accurate, up to date, complete and relevant • Keeps personal information secure • Provides individuals with access to and the opportunity to correct their • personal information <p>Collection and Storage of Personal Information</p> <p>CIC collects student's personal information for the purpose of enrolment and delivery of education and training services. The personal information is held in the CIC student management systems (TEAMS) and hard copy student files. All student information is appropriately secured from misuse, interference and loss and from unauthorised access, modification or disclosure and once information is no longer required it will be appropriately destroyed.</p> <p>Disclosure of Personal Information</p> <p>Personal information about students studying with CIC may be collected or shared with EduCo Australia who provides services under a shared service agreement. EduCo has staff who operate in overseas countries managing education agents.</p>

	<p>Information will also be shared with the Australian Government and designated authorities and their auditors, including the Federal Department of Education and Training (DET), Federal Department of Immigration and Border Protection (DIBP) Tuition Protection Service, Overseas Ombudsman, Student Identifiers Registrar and Australian Taxation Office (ATO). This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of visa conditions.</p> <p>CIC will not disclose personal information to a person, body or agency (other than the individual concerned) unless:</p> <ul style="list-style-type: none"> • Individual concerned has expressly or impliedly consented to the disclosure in writing; • The person disclosing the information 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 student or of another person; • The disclosure is required or authorised by or under law; <p>Refer to the conditions of agreement on the USI application form , refer to – Cambridge International College website → Vocational → My USI Number</p>
Related Forms	USI Form
Policy owner	Director of Studies – Melbourne, Perth CIC Admissions
Approved by	CEO VET Education Director
Approved date	May 2016