

## Privacy and Data Protection Policy - Box Hill Institute

### Policy Statement

Box Hill Institute is committed to respecting the privacy of the personal information it collects in order to carry out its purposes, functions and activities. This policy sets out Box Hill Institute's commitment to compliance as well as details of how that commitment is to be carried out.

### Purpose

To provide a transparent framework for the collection, use and disclosure of personal information by BHI;

- To promote awareness of responsible personal information handling practices in BHI;
- To promote the responsible and transparent handling of personal information in BHI; and
- To promote responsible data security practices in BHI.

### Scope

This policy applies to all activities conducted within BHI both in Australia and overseas. It applies to the collection, use and disclosure of all personal information or data by all BHI personnel including employees and students. Personal Information may be disclosed to third parties on a confidential basis where the disclosure is reasonably necessary so that that service provider may provide those services.

This policy does not apply to personal information or data which relate to the judicial or quasi-judicial functions of a court, tribunal, a Royal Commission, Board of Enquiry, has been made public or is legitimately already within the public domain or is a document of BHI under the meaning of the *Freedom of Information Act 1982 (Vic)*.

### Meaning of Personal Information

"Personal Information" means information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

All personal and health information collected, used, held, disclosed or shared by BHI will be in accordance with the following Acts:

*Privacy and Data Protection Act 2014 (Vic) (the Act)* and the  
*Privacy Act 1988 (Cth)*

Specific disclosures will be made with consent or otherwise in accordance with the use and disclosure standards of the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001* and the *Freedom of Information Act 1982*.

BHI will:

Only collect personal information that is necessary for BHI to carry out its functions and activities

- Use or disclose Personal Information as for the primary purpose of providing educational services, where the purpose is related or ancillary to the primary purpose, where consent is provided or where it may be permitted under the Act or the *Privacy Act 1988 (Cth)* or required by the relevant legislation, and

Take reasonable steps to:

- Protect the personal information held from misuse, loss and from unauthorised access, modification or disclosure, and
- Make sure that the personal information collected, used and disclosed is accurate, complete and up-to-date.
- Maintain responsible data security practices in the Institute.
- Ensure all personal information collected, held or shared by BHI must be done so in accordance with this policy.

- Ensure the security of Personal Information and its proper storage, archiving or disposal in accordance with appropriate recordkeeping standards and information technology safeguards.
- Be open and transparent about the Privacy and Data Protection Policy, about the type of personal information BHI holds and what is done with such information.
- Enable individuals to access their data and make appropriate corrections, in accordance with relevant access procedures.

**Privacy complaints**

Complaints about the way that BHI has handled Personal Information must be made in accordance with the Privacy & Data Protection Procedure. Complaints can be directed to the BHI Privacy Officer contact: [privacy@boxhill.edu.au](mailto:privacy@boxhill.edu.au), or in writing to:

Privacy Officer  
 General Counsel & Company Secretary  
 Box Hill Institute, Elgar Campus,  
 465 Elgar Road  
 Box Hill 3128 Victoria

Alternatively a person may contact the Privacy and Data Protection Commissioner at:

Commissioner for Privacy and Data Protection

PO Box 24014  
 Melbourne  
 Victoria 3001  
 Phone: 1300 666 444  
 Email: [privacy@cpdp.vic.gov.au](mailto:privacy@cpdp.vic.gov.au)

**Privacy compliance training**

All staff must complete or attend privacy training upon commencement of employment at or upon provision to existing staff (whichever applies), and complete regular refresher training as directed.

<b>Definitions</b>	<p><b>“Health information”</b> is information or an opinion about the physical, mental or psychological health of an individual, a disability or expressed wishes about the future provision of health services which is also personal information, and other personal information provided in connection with the donation of organs or genetic information which could be predictive of health.</p> <p><b>“Sensitive information”</b> means information or an opinion about an individual’s racial/ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a trade union or association or professional association, sexual orientation or practices or criminal record that is also personal information.</p>
<b>Related Procedures</b>	Privacy & Data Protection Procedure
<b>Related Operating Guidelines</b>	Standard Information Privacy Contract clauses –third party contract
<b>Related Forms</b>	See linked forms below.
<b>Related Policy, Legislation and Regulation</b>	<p><i>Privacy and Data Protection Act 2014 (Vic)</i>  <i>Privacy Act 1988 (Cth.)</i>  <i>Health Records Act 2001 (Vic)</i>  <i>Charter of Human Rights and Responsibilities Act 2006 (Vic)</i>  <i>Freedom of Information Act 1982 (Vic)</i>  <i>Surveillance Devices Act 1999 (Vic)</i></p>

<b>Review</b>	This policy and any associated procedures must be reviewed no later than two (2) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
<b>Approval Body</b>	BHI Board
<b>Endorsement Body</b>	Executive Team
<b>Document ID</b>	POLLR04
<b>Date Approved</b>	12 May 2016 (Review timeframe of the policy amended. 29/11/16)
<b>Owner</b>	General Counsel and Company Secretary
<b>Author</b>	General Counsel and Company Secretary
<b>Amendment</b>	9 April 2019 – Minor administrative changes to remove reference to 'BHIG' and 'CAE' by Academic Quality Coordinator
<b>Linked Files:</b>	<ul style="list-style-type: none"> <li>Privacy &amp; Data Protection Procedure BHI</li> <li>Personal Information &amp; Data Collection Notice</li> <li>Privacy statement for the Box Hill Institute Website</li> </ul>