



THE RTO VSL PRIVACY AND INFORMATION HANDLING PROCEDURES

1. PURPOSE AND SCOPE



2.1.8. The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.

2.1.9. The University – Western Sydney University.

2.1.10. The Department – Commonwealth Department of Employment and Workplace Relations (DEWR).

2.1.11. The Secretary – The Secretary of the Department of Employment and Workplace Relations.

2.2. Western Sydney University Privacy Policy Definitions

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- 2.3.6. Personal information includes such things as an individual's fingerprints, retina prints, body samples or genetic characteristics (section 4 PPIPA).
- 2.3.7. Plan means the Privacy Management Plan implemented pursuant to this Policy and pursuant to s.33 of the PPIPA.

3. POLICY STATEMENT

- 3.1. This Privacy Policy is a requirement under Part 7, Division 1, Subdivision L of the VET Student Loans Rules. This policy must be made available to prospective VSL applicants prior to enrolment where a VET Student Loan is to be used to contribute towards the tuition fees of a VSL approved course/qualification. This policy assures that:

3.2. Handling Information

- 3.3. The College has processes and procedures for handling information.
- 3.4. The processes and procedures:
 - 3.4.1. provide for the management of students' personal information in accordance with the Australian Privacy Principles;
 - 3.4.2. provide for students to access their personal information;
 - 3.4.3. provide for students to have incorrect personal information corrected; and
 - 3.4.4. provide accurate information about the use and disclosure of personal information collected by the provider, including that the information may be disclosed to the Commonwealth and the VSL Tuition Protection Director.
- 3.5. This Privacy Policy aligns to, and is equivalent to the [Western Sydney University's Privacy Policy](#). The policy has been adapted to meet VSL requirements. This policy addresses requirements under the [Privacy Act 1988](#) (Cwth).
- 3.6. The College is committed to respecting the privacy of individuals, creating a privacy culture and promoting fair and compliant information handling practices in its educational, research, engagement, and administrative procedures and activities.
- 3.7. The College will meet its statutory requirements under the [Privacy and Personal Information Protection Act 1998](#) and the [Health Records and Information Privacy Act 2002](#).
- 3.8. All College staff must comply with and implement the Information Protection Principles, Health Information Principles, this Policy and the [University's Privacy Management Plan](#), and ensure staff under their supervision, or students under their direction, are made aware of their obligations under these principles, the Policy and the plan.

4. PROCEDURES



- 4.1. The [University's Privacy Management Plan](#) sets out how the University complies with the Information Protection Principles and Health Privacy Principles.
- 4.2. The Plan also contains information on how to make a complaint about an alleged breach of privacy, and how to seek internal review of that decision.
- 4.3. The University's Privacy Officer, together with the Office of General Counsel, will keep the Plan current.
- 4.4. Staff, students and affiliates are to report any brepc(o)-9.5 (gc5i)-8.3(m)-7.3 (p.4 (t)22 (y)-5 (c)0.5 (o)2



- 5.10. [VET Student Loans \(Charges\) Act 2016](#)
- 5.11. [VET Student Loans \(Charges\) Regulations 2017](#)
- 5.12. [VET Student Loans \(Courses and Loan Caps\) Determination 2016](#)
- 5.13. [VET Student Loans \(External Dispute Resolution Scheme\) Specification 2017](#)
- 5.14. [VET Student Loans Rules 2016](#)
- 5.15. [VET Student Loans \(VSL Tuition Protection Levy\) Act 2020](#)
- 5.16. [VET Student Loans \(VSL Tuition Protection Levy\) \(Administrative Fee\) Determination 2020](#)
- 5.17. VET Student Loans Manual for Providers Version 5.2 December 2022
- 5.18. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007)
- 5.19. Standards for Registered Training Organisations (RTOs) 2015
- 5.20. The College policies including:
 - 5.20.1. The RTO Admissions Policy and Procedure
 - 5.20.2. The RTO Assessment Policy and Procedure
 - 5.20.3. The RTO St(2)0.8 (0)12.3 (2)0.8 (05 Tc 0.003 Tw 1.022 0 Td(T)5.3 (h)w 0.326 Tw 1.022 0 Td(T)

