

Name of Policy	Privacy Policy
Version No.	3.1
Approval Authority	Board
Approval Date	11 March 2026
Effective Date	11 March 2026
Date of Policy Review*	December 2029

**Unless otherwise indicated, this policy will still apply beyond the review date.*

1. Statement of Intent

This policy outlines the College’s commitment to protecting privacy information, including personal and health information, in accordance with applicable Commonwealth, State, and Territory privacy laws. It ensures:

- Compliance with the *Privacy Act 1988* (Cth) and relevant state legislation.
- Responsible management of personal and sensitive information.
- Clear privacy responsibilities for staff, students, contractors, and affiliates.
- Alignment with the Australian Privacy Principles (APPs) and other legal obligations.

2. Scope

This policy applies to:

- All College operations across Australia.
- Staff, students, volunteers, contractors, and affiliates.
- All personal and health information collected, stored, used, or disclosed by the College.

3. Definitions

Personal Information: As defined in the *Privacy Act 1988* (Cth).

Sensitive Information: Includes health, racial, religious, and biometric data.

Health Information: As defined in relevant state health privacy laws.

Privacy Breach: Loss, unauthorised access, modification, or disclosure of personal information.

Notifiable Data Breach: A breach likely to result in serious harm, requiring notification under the *Privacy Act 1988* (Cth).

Privacy Officer: The designated officer responsible for privacy compliance and breach management.

4. Legal Framework

The College complies with:

- *Privacy Act 1988* (Cth) including the Notifiable Data Breaches scheme.
- Australian Privacy Principles (APPs).
- Relevant State and Territory privacy laws, including:



- NSW: Privacy and Personal Information Protection Act 1998, Health Records and Information Privacy Act 2002.
- VIC: Privacy and Data Protection Act 2014, Health Records Act 2001.
- QLD: Information Privacy Act 2009.
- Tas: Personal Information Protection Act 2004
- Northern Territory: Information Act 2002
- Other jurisdictions as applicable.

5. Privacy Management Principles

The College will adhere to the Australian Privacy Principles including:

- Collect personal information lawfully and fairly.
- Inform individuals of the purpose and use of their data.
- Store data securely using technical and organisational measures.
- Ensure data accuracy and allow access and correction.
- Limit use and disclosure to authorised purposes.
- Respect individuals' rights to anonymity and erasure where applicable.

6. Consent and Transparency

Consent to disclose privacy information must be voluntary, informed, current, specific, and unambiguous. Individuals may withdraw their consent at any time.

Any automated decision making processes must be disclosed within this privacy if they significantly affect individuals.

7. Data Breach Response

In the event of a Notifiable Data Breach, the College will:

- Notify affected individuals and the Office of the Australian Information Commissioner (OAIC).
- Provide guidance on steps individuals should take.
- Investigate and mitigate the breach.
- Maintain a Data Breach Response Plan.

8. Roles and Responsibilities

Privacy Officer: Oversees compliance, breach response, and internal reviews.

Senior Leadership: Ensures contractors and systems comply with privacy obligations.

Staff and Students: Must follow privacy procedures and report breaches.

Supervisors of Student Research: Ensure students understand privacy obligations.

9. Complaints and Reviews

If individuals wish to make a complaint or request a review, they may:

- Request access to or correction of their personal information.
- Lodge complaints with the College or the OAIC.
- Request internal review of privacy breaches.
- Escalate unresolved complaints to the Administrative Appeals Tribunal (AAT) or relevant state authority.

10. Automated Decision Making Process

ACOM has an ongoing Partnership with Australian Institute of Family Counselling to facilitate counselling learning pathways from VET to Higher Education. This Partnership may require the transfer of, at least, the following data:

- Name
- Contact Details
- Counselling area of study (prospective) student is interested in
- Information related to the (prospective) student’s enquiry or pathway

11. Policy Review

This policy will be reviewed every three years or upon significant legislative change.

Version History

Version	Description of Changes	Author	Effective Date
1.0	Policy Adopted	Unknown	October 2009
2.0	Policy updated	Unknown	15 Dec 2017
3.0	Major edits to modernise with current legislation and to simplify format.	Aaron Mitchell	December 2025