



# **APP – PRIVACY POLICY**

**Evolution Hospitality Institute - (RTO 91256)**

Released 2018



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Evolution Hospitality Institute

Head Office

552 George Street

Sydney

NSW 2000

## APP Privacy Policy

Evolution Hospitality Institute (EHI) (RTO 91256) is committed to maintaining the privacy and confidentiality of its RTO personnel and participant records. EHI complies with the *Privacy Act 1988 including the 13 Australian Privacy Principles (APPs)* as outlined in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

This policy is designed to maintain requirements with additional state jurisdictional requirements including:

- Privacy and Personal Information Protection Act 1998 (NSW);

As a component of our risk management practices, EHI has conducted a Privacy Impact Assessment for all operations. Mitigation actions from this risk assessment have been implemented for the management of privacy risks at each stage of the information lifecycle, including collection, use, disclosure, storage, destruction and de-identification.

Providing an overall framework for our privacy practices, EHI has developed and implemented this APP Privacy Policy.

EHI manages personal information in an open and transparent way; clearly states all its policies applying to privacy on its website; [www.evolution.edu.au](http://www.evolution.edu.au). This is evident in the implementation of practices, procedures and system we outline in this policy, that ensure our compliance with the APPs and any binding registered APP code, and provide suitable procedures for EHI personnel to be able to deal with related inquiries and complaints that may be received from time to time.

The following sections of this policy outline how we manage personal information.

### **Australian Privacy Principle 1 – Open and transparent management of personal information**

#### *Purposes for information collection, retention, use and disclosure*

EHI retains a record of personal information about all individuals with whom we undertake any form of business activity. EHI collects, holds, uses and discloses information from its clients and stakeholders for a range of purposes, including but not limited to:

- Providing services to clients;
- Managing employee and contractor teams;
- Promoting products and services;
- Conducting internal business functions and activities; and
- Requirements of stakeholders.

All participants enrolling into accredited programs all complete a Student Enrolment Form which informs students of reason of collection of information. The Student Enrolment Form also directs the participant back to the student handbooks and this Policy for further information.

As a government registered training organisation, regulated by the Australian Skills Quality Authority (ASQA), EHI is required to collect, hold, use and disclose a wide range of personal and sensitive information on participants in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments. In particular, the legislative instruments:

- Student Identifiers Act 2014;
- Higher Education Support Act 2003 (VET FEE HELP – if relevant);
- Standards for Registered Training Organisations (RTOs) 2015;
- Data Provision Requirements 2012;
- National Centre for Vocational Education Research (NCVER); and
- State Training Market.

It is noted that EHI is also bound by various State Government Acts requiring similar information collection, use and disclosure (particularly *Education Act(s)*, *Vocational Education & Training Act(s)* and *Traineeship & Apprenticeships Act(s)* relevant to state jurisdictions of EHI operations).

It is further noted that, aligned with these legislative requirements, EHI delivers services through a range of Commonwealth and State Government funding contract agreement arrangements, which also include various information collection and disclosure requirements.

Individuals are advised that due to these legal requirements, EHI discloses information held on individuals for valid purposes to a range of entities including:

- Governments (Commonwealth, State or Local);
- Australian Apprenticeships Centres;
- Employers (and their representatives), Job Network Providers, Schools, Guardians; and
- Service providers such as credit agencies and background check providers.

#### *Kinds of personal information collected and held*

The following types of personal information are generally collected, depending on the need for service delivery:

- Contact details;
- Employment details;
- Educational background;
- Demographic Information;
- Course progress and achievement information; and
- Financial billing information.

The following types of sensitive information may also be collected and held:

- Identity details;
- Employee details & HR information;
- Complaint or issue information;
- Disability status & other individual needs;
- Indigenous status; and
- Background checks (such as National Criminal Checks or Working with Children checks).

Where EHI collects personal information of more vulnerable segment of the community (such as children), additional practices and procedures are also followed. Please refer to *s Working with Children Policy and Procedures* for further information as set by the NSW Office of Children’s Guardian.

#### *How personal information is collected*

EHI’s usual approach to collecting personal information is to collect any required information directly from the individuals concerned. This may include the use of forms (such as registration forms, enrolment forms or service delivery records) and the use of web based systems (such as online enquiry forms, web portals or internal operating systems).

EHI does receive solicited and unsolicited information from third party sources in undertaking service delivery activities. This may include information from such entities as:

- Governments (Commonwealth, State or Local);
- Australian Apprenticeships Centres;
- Employers (and their representatives), Job Network Providers, Schools, Guardians; and
- Service providers such as credit agencies and background check providers.

#### *How personal information is held*

EHI’s usual approach to holding personal information includes robust storage and security measures at all times. Information on collection is:

- As soon as practical converted to electronic means;
- Stored in secure, password protected systems, such as financial system, learning management system and student management system; and
- Monitored for appropriate authorised use at all times.

Only authorised personnel are provided with login information to each system, with system access limited to only those relevant to their specific role.

EHI SMS, LMS, Website and Documentation is hosted externally and backed up, security to physical server locations and server systems access may be referred to in the Student Records Policy. Virus protection, backup procedures and ongoing access monitoring procedures are in place and managed both externally and internally.

Destruction of paper based records occurs as soon as practicable in every matter, through the use of secure shredding and destruction services at Head Office of EHI.

Individual information held across systems is linked through a EHI allocated identification number for each individual (known as the student contact number).

#### *Retention and Destruction of Information*

EHI maintains a Retention and Disposal Procedure for which personal information records are kept and destroyed. Further information on this may be found in the Security of Participant Records section of the Student Records Policy.

Specifically for our RTO records, in the event of our organisation ceasing to operate the required personal information on record for individuals undertaking nationally recognised training with us would be transferred to the Australian Skills Quality Authority (ASQA), as required by law.

*Accessing and seeking correction of personal information (this section must read in conjunction with APP 12 of this document).*

EHI confirms all individuals have a right to request access to their personal information held and to request its correction at any time. In order to request access to personal records, individuals are to make contact with:

Evolution Hospitality Institute - Compliant Officer at (02) 8275 5312

OR completing an online form located from EHI Website

A number of third parties, other than the individual, may request access to an individual's personal information. Such third parties may include employers, parents or guardians, schools, Australian Apprenticeships Centres, Governments (Commonwealth, State or Local) and various other stakeholders.

In all cases where access is requested, EHI will ensure that:

- Parties requesting access to personal information are robustly identified and vetted;
- Where legally possible, the individual to whom the information relates will be contacted to confirm consent (if consent not previously provided for the matter); and
- Only appropriately authorised parties, for valid purposes, will be provided access to the information.

#### *Making our APP Privacy Policy available*

EHI provides our APP Privacy Policy available free of charge, with all information being publicly available from the Privacy link on our website at [www.evolution.edu.au](http://www.evolution.edu.au). In addition, this APP Privacy Policy is:

- Noted within the text or instructions at all information collection points (such as informing individuals during a telephone call of how the policy may be accessed, in cases where information collection is occurring); and
- Available for distribution free of charge on request, as soon as possible after the request is received, including in any particular format requested by the individual as is reasonably practical.

If, in the unlikely event the APP Privacy Policy is not able to be provided in a particular format requested by an individual, we will explain the circumstances around this issue with the requester and seek to ensure that another appropriate method is provided.

*Review and Update of this APP Privacy Policy*

EHI reviews this APP Privacy Policy:

- On an ongoing basis, as suggestions or issues are raised and addressed, or as government required changes are identified;
- Through our internal audit processes on at least an annual basis;
- As a part of any external audit of our operations that may be conducted by various government agencies as a part of our registration as an RTO or in normal business activities; and
- As a component of each and every complaint investigation process where the complaint is related to a privacy matter.

Where this policy is updated, changes to the policy are widely communicated to stakeholders through internal personnel communications, meetings, training and documentation, and externally through publishing of the policy on EHI's website, enrolment form and student agreement.

**Australian Privacy Principle 2 – Anonymity and pseudonymity**

EHI provides individuals with the option of not identifying themselves, or of using a pseudonym, when dealing with us in relation to a particular matter, whenever practical. This includes providing options for anonymous dealings in cases of general course enquiries or other situations in which an individual's information is not required to complete a request.

Individuals may deal with us by using a name, term or descriptor that is different to the individual's actual name wherever possible. This includes using generic email addresses that does not contain an individual's actual name, or generic user names when individuals may access a public component of our website or enquiry forms.

EHI only stores and links pseudonyms to individual personal information in cases where this is required for service delivery (such as system login information) or once the individual's consent has been received.

Individuals are advised of their opportunity to deal anonymously or by pseudonym with us where these options are possible.

*Requiring identification*

EHI must require and confirm identification however in service delivery to individuals for nationally recognised course programs. EHI is authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of service delivery, and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

There are also other occasions also within our service delivery where an individual may not have the option of dealing anonymously or by pseudonym, as identification is practically required for us to effectively support an individual's request or need.

**Australian Privacy Principle 3 – Collection of solicited personal information**

EHI only collects personal information that is reasonably necessary for our business activities.

We only collect sensitive information in cases where the individual consents to the sensitive information being collected, except in cases where we are required to collect this information by law, such as outlined earlier in this policy. EHI ensures reporting activities are met for all agents used to administer and monitor compliance with Australian Government and Legislations. EHI informs the individual that the information collected is as per the requirements set by the registering body ASQA, guidelines set by NCVET and where information is collected request by a specific law.

EHI ensures student compliance with the conditions of their visas and obligations under Australian immigration laws. EHI collects data as per the guidelines set by the Education Services for Overseas Students Act 2000, education services for Overseas Students Regulations 2001 and the National Code of Practice for registration Authorities and providers of

Education and Training to Overseas students 2018. The activities that are required for collection currently are all accredited programs. The information is collected by the student willingly completing the enrolment form and entered into the student management system. (AXcelerate)

All information we collect is collected only by lawful and fair means.

We only collect solicited information directly from the individual concerned, unless it is unreasonable or impracticable for the personal information to only be collected in this manner.

EHI only collects data as per the guidelines set by NCVER. Should exemption be granted by ASQA then at this point the student will be given the option not to supply EHI the information requested on the enrolment form.

#### **Australian Privacy Principle 4 – Dealing with unsolicited personal information**

EHI may from time to time receive unsolicited personal information. Where this occurs we promptly review the information to decide whether or not we could have collected the information for the purpose of our business activities. Where this is the case, we may hold, use and disclose the information appropriately as per the practices outlined in this policy.

Where we could not have collected this information (by law or for a valid business purpose) we immediately destroy or de-identify the information (unless it would be unlawful to do so).

#### **Australian Privacy Principle 5 – Notification of the collection of personal information**

Whenever EHI collects personal information about an individual, we take reasonable steps to notify the individual of the details of the information collection or otherwise ensure the individual is aware of those matters. This notification occurs at or before the time of collection, or as soon as practicable afterwards.

Our notifications to individuals on data collection include:

- EHI's identity and contact details, including the position title, telephone number and email address of a contact who handles enquiries and requests relating to privacy matters;
- The facts and circumstances of collection such as the date, time, place and method of collection, and whether the information was collected from a third party, including the name of that party;
- If the collection is required or authorised by law, including the name of the Australian law or other legal agreement requiring the collection;
- The purpose of collection, including any primary and secondary purposes;
- The consequences for the individual if all or some personal information is not collected;
- Other organisations or persons to which the information is usually disclosed, including naming those parties;
- Whether we are likely to disclose the personal information to overseas recipients, and if so, the names of the recipients and the countries in which such recipients are located.
- A link to this APP Privacy Policy on our website or explain how it may be accessed; and
- Advice that this APP Privacy Policy contains information about how the individual may access and seek correction of the personal information held by us; and how to complain about a breach of the APPs, or any registered APP code, and how we will deal with such a complaint.

Where possible, we ensure that the individual confirms their understanding of these details, such as through signed declarations, website form acceptance of details or in person through questioning.

#### *Collection from third parties*

Where EHI collects personal information from another organisation, we:

1. Confirm whether the other organisation has provided the relevant notice above to the individual; or
2. Whether the individual was otherwise aware of these details at the time of collection; and

3. If this has not occurred, we will undertake this notice to ensure the individual is fully informed of the information collection.

### **Australian Privacy Principle 6 – Use or disclosure of personal information**

EHI only uses or discloses personal information it holds about an individual for the particular primary purposes for which the information was collected, or secondary purposes in cases where:

- An individual consented to a secondary use or disclosure;
- An individual would reasonably expect the secondary use or disclosure, and that is directly related to the primary purpose of collection; or
- Using or disclosing the information is required or authorised by law.

EHI only collects the data to meet the requirements of the registering body ASQA, NCVER and as per the guidelines set by the Education Services for Overseas Students Act and 2000 and Regulations 2001, ELICOS Standards 2018, Training Market - Smart and Skilled. The primary purpose is on contact to collect the required information and to validate the person's identity. Should disclosure of information be required for any other purpose EHI will obtain written consent from the individual.

#### *Requirement to make a written note of use or disclosure for this secondary purpose*

If EHI uses or discloses personal information in accordance with an 'enforcement related activity' we will make a written note of the use or disclosure, including the following details:

- The date of the use or disclosure;
- Details of the personal information that was used or disclosed;
- The enforcement body conducting the enforcement related activity;
- If the organisation used the information, how the information was used by the organisation;
- The basis for our reasonable belief that we were required to disclose the information.

### **Australian Privacy Principle 7 – Direct marketing**

EHI does not use or disclose the personal information that it holds about an individual for the purpose of direct marketing, unless:

- The personal information has been collected directly from an individual, and the individual would reasonably expect their personal information to be used for the purpose of direct marketing; or
- The personal information has been collected from a third party, or from the individual directly, but the individual does not have a reasonable expectation that their personal information will be used for the purpose of direct marketing; and
- We provide a simple method for the individual to request not to receive direct marketing communications (also known as 'opting out').

On each of our direct marketing communications, EHI provides a prominent statement that the individual may request to opt out of future communications, and how to do so.

An individual may also request us at any stage not to use or disclose their personal information for the purpose of direct marketing, or to facilitate direct marketing by other organisations. We comply with any request by an individual promptly and undertake any required actions for free.

We also, on request, notify an individual of our source of their personal information used or disclosed for the purpose of direct marketing unless it is unreasonable or impracticable to do so.



### **Australian Privacy Principle 8 – Cross-border disclosure of personal information**

Before EHI discloses personal information about an individual to a person or overseas recipient who is not in Australia or an external Territory, and who is not the entity or the individual EHI will take reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principals (APP) in relation to information. This policy relates to all APP except for Principal 1.

### **Australian Privacy Principle 9 – Adoption, use or disclosure of government related identifiers**

EHI does not adopt, use or disclose a government related identifier related to an individual except:

- In situations required by Australian law or other legal requirements;
- Where reasonably necessary to verify the identity of the individual;
- Where reasonably necessary to fulfil obligations to an agency or a State or Territory Authority; or
- As prescribed by regulations.

Commonwealth Government identifiers (Medicare number, tax file number or USI) will only be used for the purposes for which they have been issued. EHI will not assign identifiers except where it is necessary to carry out our functions efficiently or unless the adoption of the government related identifier is required or authorized by or under an Australian law or a court/tribunal order.

### **Australian Privacy Principle 10 – Quality of personal information**

EHI ensures that all information collected is initially document on an enrolment form. This form is completed by the individual in whom the information relates to. The information is checked by the Administrator and Student Support Officer who checks all details against assurance of quality.

EHI takes reasonable steps to ensure that the personal information it collects is accurate, up-to-date and complete. We also take reasonable steps to ensure that the personal information we use or disclose is, having regard to the purpose of the use or disclosure, accurate, up-to-date, complete and relevant. This is particularly important where:

- When we initially collect the personal information; and
- When we use or disclose personal information.

We take steps to ensure personal information is factually correct. In cases of an opinion, we ensure information takes into account competing facts and views and makes an informed assessment, providing it is clear this is an opinion. Information is confirmed up-to-date at the point in time to which the personal information relates.

Quality measures in place supporting these requirements include:

- Internal practices, procedures and systems to audit, monitor, identify and correct poor quality personal information (including training staff in these practices, procedures and systems);
- Protocols that ensure personal information is collected and recorded in a consistent format, from a primary information source when possible;
- Ensuring updated or new personal information is promptly added to relevant existing records;
- Providing individuals with a simple means to review and update their information on an on-going basis through our online portal;
- Reminding individuals to update their personal information at critical service delivery points (such as completion) when we engage with the individual;
- Contacting individuals to verify the quality of personal information where appropriate when it is about to be used or disclosed, particularly if there has been a lengthy period since collection; and
- Checking that a third party, from whom personal information is collected, has implemented appropriate data quality practices, procedures and systems.

### Australian Privacy Principle 11 — Security of personal information

EHI takes active measures to consider whether we are able to retain personal information we hold, and also to ensure the security of personal information we hold. This includes reasonable steps to protect the information from misuse, interference and loss, as well as unauthorised access, modification or disclosure.

EHI Administrators enter all data into a student data management system (AXcelerate). The data management system is backed and secured by a host company which backs up data daily, weekly and monthly.

We destroy or de-identify personal information held once the information is no longer needed for any purpose for which the information may be legally used or disclosed.

All administrators of EHI have a unique log on user identification and password. The SMS can only be accessed by EHI administrators. This information is reflected in the Operations Handbook for all staff of EHI. \*Reference - Student Records Policy and Procedures (RTO Standard- Clause 3.6)

Access to EHI offices and work areas is limited to our personnel only - visitors to our premises must be authorised by relevant personnel and are accompanied at all times. With regard to any information in a paper based form, we maintain storage of records in an appropriately secure place to which only authorised individuals have access.

Regular staff training and information bulletins are conducted with EHI personnel on privacy issues, and how the APPs apply to our practices, procedures and systems. Training is also included in our personnel induction practices.

We conduct ongoing internal audits (at least annually and as needed) of the adequacy and currency of security and access practices, procedures and systems implemented.

Should and when EHI change SMS it will take reasonable steps to ensure that data collected is secure. This will involve but not limited to the correct procedure relating to Records Management Policy, Policy and Procedure Records Retention and Disposal set by ASQA and section 28(1) the National Vocational Education and Training Regulator Act 2011. Reference to Third Party Policy may also be found in EHI Third Party Agreement. The Third Party Provider will also address security and privacy as per the APP Guidelines.

EHI adopts the procedure for misuse, interference, loss, unauthorized access, modification or disclosure including dealings with unsolicited information as addressed in this policy and as directed by the registered body ASQA, NCVET and the Education Services for Overseas students Act and 2000 and Regulations 2001.

### Australian Privacy Principle 12 — Access to personal information

Where EHI holds personal information about an individual, we provide that individual access to the information on their request. In processing requests, we:

- Ensure through confirmation of identity that the request is made by the individual concerned, or by another person who is authorised to make a request on their behalf;
- The individual will be required to send an email to [studentsupport@evolution.edu.au](mailto:studentsupport@evolution.edu.au). From EHI website this maybe located under Contact Us. This will be responded to with 24 hours or the next Business day via email or telephone call. The individual will NOT be charged for the making of this request, for correcting the personal information, or for associating the statement with the personal information;
- Respond to a request for access:
  - Within 14 calendar days, when notifying our refusal to give access, including providing reasons for refusal in writing, and the complaint mechanisms available to the individual; or
  - Within 30 calendar days, by giving access to the personal information that is requested in the manner in which it was requested.
- Provide information access free of charge;
- Where an individual has requested access to personal information a charge will NOT apply. In the event that this occurs this enquiry will be referred to a representative from the Student Support team. It is the RTO Compliance Officer that will decide that the information to be released is being accessed by the true identified individual in which the information belongs to;

### Australian Privacy Principle 13 – Correction of personal information

EHI takes reasonable steps to correct personal information we hold, to ensure it is accurate, up-to-date, complete, relevant and not misleading, having regard to the purpose for which it is held.

#### *Individual Requests*

On an individual's request, we:

- Correct personal information held; and
- Notify any third parties of corrections made to personal information, if this information was previously provided to these parties.
- Where EHI quality assurance process determines that the information collected is inaccurate, out of date, incomplete, irrelevant or misleading; or the individual requests the entity to correct the information, the individual will be contacted to validate the information and deem the information correct and current. Should the situation of the information gathered be deemed as unreasonable the individual will be given the information to opt out of disclosure of information. Should this decision effect the status of EHI as a Registered Training organisation then the final decision will be made by the CEO of EHI to declare the collected information to be reasonable and what will be the final steps to protect the individual and EHI.
- Individuals may request a correction to personal data held. This may be done via an e-mail sent to [studentsupport@evolution.edu.au](mailto:studentsupport@evolution.edu.au). This will be responded to within 24 hours or the next business day via email or telephone call. An enquiry (request may also be sent to via the EHI website: [www.evolution.edu.au](http://www.evolution.edu.au) tab Contact Us.
- The individual will not be charged for the making of this request, for correcting the personal information, or for associating the statement with the personal information.

In cases where we refuse to update personal information, we:

- Give a written notice to the individual, including the reasons for the refusal and the complaint mechanisms available to the individual;
- Upon request by the individual whose correction request has been refused, take reasonable steps to associate a statement with the personal information that the individual believes it to be inaccurate, out-of-date, incomplete, irrelevant or misleading;
- Respond within 14 calendar days to these requests; and
- Complete all actions free of charge.

#### *Correcting at EHI's initiative*

We take reasonable steps to correct personal information we hold in cases where we are satisfied that the personal information held is inaccurate, out-of-date, incomplete, irrelevant or misleading (that is, the information is faulty). This awareness may occur through collection of updated information, in notification from third parties or through other means.

## ‘Request for Records Access’ Procedure

Individuals or third parties may at any stage request access to records held by EHI relating to their personal information. The following procedure is followed on each individual request for access:

1. A request for access is provided by the requester, with suitable information provided to be able to:
  - a. Identify the individual concerned;
  - b. Confirm their identity; and
  - c. Identify the specific information that they are requesting access to.

This request may be in any form, or preferably using EHI's *Document Request Form* or *Personal Information Update Form*.

Upon receiving a request for access, EHI then:

- d. Confirms the identity of the individual or party requesting access;
- e. Confirms that this individual or party is appropriately authorised to receive the information requested;
- f. Searches the records that we possess or control to assess whether the requested *personal information* is contained in those records; and
- g. Collates any personal information found ready for access to be provided.

### *Confirming identity*

EHI personnel must be satisfied that a request for personal information is made by the individual concerned, or by another person who is authorised to make a request on their behalf. The minimum amount of personal information needed to establish an individual's identity is sought, which is generally an individual's name, date of birth, last known address and signature.

When meeting the requesting party in person, identification may be sighted.

If confirming details over a telephone conversation, questions regarding the individual's name, date of birth, last known address or service details may be confirmed before information is provided.

2. Once identity and access authorisation is confirmed, and personal information is collated, access is provided to the requester within 30 calendar days of receipt of the original request. We will provide access to personal information in the specific manner or format requested by the individual, wherever it is reasonable and practicable to do so, free of charge.

Where the requested format is not practical, we consult with the requester to ensure a format is provided that meets the requester's needs.

3. If the identity or authorisation access cannot be confirmed, or there is another valid reason why EHI is unable to provide the personal information, refusal to provide access to records will be provided to the requester, in writing. Our notification will include reason(s) for the refusal, and the complaint mechanisms available to the individual. Such notifications are provided to the requester within 30 calendar days of receipt of the original request.

## ‘Request for Records Update’ Procedure

Individuals or third parties may at any stage request that their records held by EHI relating to their personal information be updated. The following procedure is followed on each individual request for records updates:

1. A request for records update is provided by the requester, with suitable information provided to be able to:
  - a. Identify the individual concerned;
  - b. Confirm their identity; and
  - c. Identify the specific information that they are requesting be updated on their records.

This request may be in any form, or preferably using EHIs *Document Request Form* or *Personal Information Update Form*.

2. Upon receiving a request for records update, EHI then:
  - a. Confirms the identity of the individual or party to whom the record relates;
  - b. Searches the records that we possess or control to assess whether the requested *personal information* is contained in those records; and
  - c. Assesses the information already on record, and the requested update, to determine whether the requested update should proceed.

### *Assessing Update*

EHI personnel assess the relevant personal information we hold, and the requested updated information, to determine which version of the information is considered accurate, up-to-date, complete, relevant and not misleading, having regard to the purpose for which it is held.

This may include checking information against other records held by us, or within government databases, in order to complete an assessment of the correct version of the information to be used.

3. Once identity and information assessment is confirmed, personal information is:
  - a. Updated, free of charge, within 14 calendar days of receipt of the original request; and
  - b. Notified to any third parties of corrections made to personal information, if this information was previously provided to these parties.
4. If the identity of the individual cannot be confirmed, or there is another valid reason why EHI is unable to update the personal information, refusal to update records will be provided to the requester in writing, free of charge, within 14 calendar days.

Our notification will include the reasons for the refusal and the complaint mechanisms available to the individual.

5. Upon request by the individual whose correction request has been refused, we will also take reasonable steps to associate a ‘statement’ with the personal information that the individual believes it to be inaccurate, out-of-date, incomplete, irrelevant or misleading. This statement will be applied, free of charge, to all personal information relevant across EHI systems within 30 calendar days of receipt of the statement request.

## Privacy Complaints Procedure

If an individual feels that EHI has breached its obligations in the handling, use or disclosure of their personal information, they may raise a complaint. We encourage individuals to discuss the situation with their EHI representative in the first instance, before making a complaint.

The complaints handling process is as follows:

1. The individual should make the complaint including as much detail about the issue as possible, in writing to EHI:

Evolution Hospitality Institute - Compliant Officer  
(02) 8275 5312  
[Amalia.Portelli@evolution.edu.au](mailto:Amalia.Portelli@evolution.edu.au)

2. EHI will investigate the circumstances included in the complaint and respond to the individual as soon as possible (and within 30 calendar days) regarding its findings and actions following this investigation.
3. Should after considering this response, if the individual is still not satisfied they make escalate their complaint directly to the Information Commissioner for investigation:

Office of the Australian Information Commissioner  
[www.oaic.gov.au](http://www.oaic.gov.au)  
Phone: 1300 363 992

When investigating a complaint, the OAIC will initially attempt to conciliate the complaint, before considering the exercise of other complaint resolution powers.

4. Alternatively, if the complaint relates to a non-privacy matter, or should individuals choose to do so, a complaint may also be lodged with the ASQA complaints handling service for complaints against RTOs:

Australian Skills Quality Authority  
[www.asqa.gov.au](http://www.asqa.gov.au)  
Phone: 1300 701 801

Associated Policies and Forms that should be read in conjunction with this Policy

- RTO Records management Policy
- Student Records Policy (USI and Assessments)
- Document Request Form
- Personal Information Update Form
- Issuing Qualifications Policy
- Certificate Request Form




**Evolution Hospitality Institute**

RTO: 91256 | CRICOS: 02869G

Level 4, 552 George Street Sydney, NSW 2000

 <https://evolution.edu.au>

 [info@evolution.edu.au](mailto:info@evolution.edu.au)

 +61 2 8275 5300

 <https://www.facebook.com/EvolutionHospitalityInstitute/>