



Privacy Policy

Policy Area: Information Management

Approval: Chairperson, Board of Directors

Signature:

Date:

1. INTRODUCTION

Sheridan Institute of Higher Education complies with the Privacy Act 1988 (Cwth) (Privacy Act) which protects the privacy of your personal information. Sheridan also places importance on the privacy of members of the Sheridan community.

In accordance with the values Sheridan places on privacy, this policy:

- Details the type of information collected about you.
- Explains the purpose of the information that is collected about you and how that information is used.

Sheridan's Privacy Policy will be reviewed and updated in accordance with changes in legislation, changes to the institution's policies and procedures and updates to technology.

2. AUTOMATIC COLLECTION OF INFORMATION

Sheridan automatically collects certain information when individuals visit our website. Some of that information includes information that can assist in identifying an individual. This information may include details about browsers, operating systems and IP address and what areas of the website are accessed.

3. USE OF COOKIES

Sheridan may use cookies:

- To assist in a personalized experience for users
- To assist our website to work smoothly
- To collect information about how the website is used in order to assist with continual development of the website. This information does not include personal details.

Settings may be changed by individuals in order to limit the use of cookies on our website. Changes to cookie settings may impact the individual's experience on the website.

4. PERSONAL INFORMATION

The type of information Sheridan collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- students before, during and after the course of a student's enrolment at the institution;
- job applicants, staff members, volunteers and contractors, and
- other people who come into contact with the institution.

Sheridan will generally collect personal information held about an individual by way of forms filled out by students either online or in form of hard copies, face-to-face meetings and interviews, electronic communication and telephone calls.

This information may include:

- name
- address
- date of birth
- contact details
- information regarding race or ethnicity
- religious persuasion
- information regarding health
- family education levels

• THIRD PARTY INFORMATION AND PURPOSES FOR COLLECTION

In some situations, Sheridan may receive information regarding an individual from a third party such as a referee or a report from a medical services provider.

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the Sheridan's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Sheridan and employee.

This information is used to conduct the business of the institution, to meet our reporting obligations to state and federal government agencies, to provide services or assistance to students and staff and to answer enquiries from perspective students and other purposes which will be stated at the time that the information is collected.

Information collected by Sheridan will only be used in accordance with the original purpose for collection.

By law, individuals do not have to supply personal information. However, individuals who choose not to supply information may not be able to access the full range of services available from Sheridan.

In limited circumstances where it is permitted in the Privacy Act, information collected may be disclosed to third parties, for example to State and Commonwealth Government Agencies as required or authorised by law. Information may also be disclosed to:

- External organisations such as professional bodies, work-placement providers, and third parties engaged to act on behalf of Sheridan
- Sheridan's IT, accounts and operations service providers
- Third-party providers of services to students such as the student's stated education or immigration agent

- Other entities as identified at the time of collecting the personal information.

Personal information provided to third parties will require the recipient to manage the information in a way which is consistent with the Privacy Act.

Sheridan will periodically review the need and cost/benefit of information management systems, recognising that the core principles of this policy must be part of the operational culture before full benefits from any information management system are realised. Individual departments wishing to look at information management system solutions may do so, provided they engage with the corporate and information governance leadership to ensure that an appropriate strategic approach is taken.

5. OVERSEAS INFORMATION

Sheridan does not store student data, or any other collected information, overseas.

6. PERSONAL INFORMATION OF OTHER INDIVIDUALS

Sheridan requires that individuals do not supply the institution with any other individual's personal information unless consent to supply that information has been expressly given. The other individual must also be made aware of Sheridan's Privacy Policy and the individual's consent must be stated in communication to Sheridan.

7. SECURING INDIVIDUAL INFORMATION

Sheridan takes every reasonable measure to ensure your personal information is secure. This includes measures required by law.

Regardless of the steps taken and the best efforts of the institution, data can never be made completely secure. Individuals must also take every reasonable measure to protect their personal information. It is also requested that individuals notify the institution as soon as a security breach is suspected.

8. ONLINE GROUPS AND CHAT ROOMS

Sheridan makes use of the virtual classroom function on our UMS, as well as message boards on Canvas. Some clubs and organizations may also use chat rooms, message boards or messaging apps. Information which is disclosed by individuals when using one of these functions becomes public information and each individual must carefully consider whether they will disclose personal information in these situations.

9. ADDITIONAL WEBSITES AND SERVICES

On certain occasions Sheridan may include links to additional websites to provide services or for activities and information. Sheridan is not responsible for information individuals disclose to these websites or to these organizations. Sheridan is also not responsible for the privacy policies in place on these websites or in use by these parties.

10. ACCESS TO PERSONAL INFORMATION

Students have a responsibility to update certain personal information when there are changes to the information.

If an individual requires access to their personal information, they can make a request for their information to be provided.

Sheridan will notify an individual if a decision is made to withhold any information.

Please contact Student Services to request disclosure of your personal information.

11. COMPLAINTS

Individuals who wish to make a complaint about a breach of the Privacy Act 1988 or this Privacy Policy, can follow Sheridan's Grievance Policy process which is available on our website.

12. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL

Document Title: Privacy Policy

Source Documents:

Associated Internal Documents: SIHE Use of Personal Information Policy
 SIHE Information Quality Policy
 SIHE Security of Information Policy
 SIHE Organisational Records Management Policy
 SIHE Acceptable Use of Information and Communications Technology Policy

Associated External Documents: Privacy Act 1988 (Cwth) (Privacy Act)

Authorised Officer: Chairperson, Board of Directors

Approved by: Mr Michael Smith

Date of Approval: 11 May 2022

Date of Next Review: TBA

Version Number	Version Date	Authorised Officer	Amendment Details
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1.01	11 May 2022	Chairperson, Board of Directors	Revised version presented to Board for approval