

Privacy Statement Policy

Clause 8.5

PRIVACY STATEMENT

The Australian College of International Freight (ACIF) will comply with the ten national privacy principles in the handling of personal information of students.

1. Collection – ACIF will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected.
2. Use and disclosure - Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.
3. Data quality - ACIF will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up to date.
4. Data Security - ACIF will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
5. Openness - ACIF will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.
6. Access and correction - The individual will be given access to the information held except to the extent that prescribed exceptions apply. ACIF will correct and update information errors described by the individual.
7. Unique Identifiers - Commonwealth Government identifiers (e.g. Medicare number or tax file number) will only be used for the purposes for which they were issued. ACIF will not assign unique identifiers except where it is necessary to carry out its functions efficiently.
8. Anonymity - Wherever possible, ACIF will provide the opportunity for the individual to interact with them without identifying themselves.
9. Transborder Data Flows - The individual's privacy protections apply to the transfer of personal information out of Australia.
10. Sensitive Information - ACIF will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.