

Privacy Policy

Purpose

1. The purpose of this Policy is to outline the principles underlying Global Higher Education's (GHE) approach to ensuring the privacy of individuals in the collection, use, protection, and disclosure of their personal information.

Scope

2. This policy applies to:
 - a) all GHE staff, prospective and current students, and contractors working on behalf of GHE, including education agents;
 - b) all personal data and related records retained by GHE.

Definitions

3. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

4. This Policy is linked to the Privacy Procedure.

Policy

Principles

5. In carrying out its business, GHE must collect personal information from individuals, including its staff, prospective and current students, contractors and education agents.
6. GHE respects the rights of an individual to control their personal information.
7. The collection of personal information by GHE will only occur:
 - a) for a purpose related to GHE's functions or which is necessary for the provision of specific services;
 - b) for a secondary purpose on the basis of an individual giving their informed and free consent;
 - c) where collection is by lawful and fair means.
8. GHE will ensure that the collection is clear and conspicuous and that individuals are appropriately notified when personal information is to be collected.
9. The collection of sensitive information will be avoided or only collected and disclosed under those circumstances where required by law.
10. Individuals are able to request:
 - a) access to their personal information held by GHE without excessive delay or expense;
 - b) amendments to ensure personal information is accurate, up to date, complete and not misleading.
11. GHE has established procedures to guide it in deciding to whom, and under what situations, personal information may be disclosed.

12. Individuals are able to lodge a complaint if they believe their personal information may have been mishandled by GHE.
13. Personal information will be stored securely according to the **Records and Data Management Policy**, for no longer than necessary, and securely disposed of.
14. The use of personal information will be limited and restricted to the purpose for which it was collected and all reasonable steps will be taken to ensure that prior to use personal information is relevant, accurate, up to date, complete and not misleading.

Associated information

Related Internal Documents	Privacy Procedure Human Resources Framework Records and Data Management Policy Student Complaints and Grievances and Appeals Policy Glossary of Terms
Related Legislation, Standards and Codes	<i>Tertiary Education Quality and Standards Agency Act 2011</i> <i>Education Services for Overseas Students (ESOS) Act 2000</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Higher Education Support Act 2003</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Privacy Act 1988</i> <i>Australian Privacy Principles</i>
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Change history

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	10-Oct-23	V1.1 administrative updates following TEQSA registration

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