

P7 - PRIVACY POLICY

1 PURPOSE

BBI - The Australian Institute of Theological Education (BBI) takes its obligations to protect privacy very seriously. Accordingly, the purpose of this privacy policy is to communicate clearly the sort of personal information that BBI collects and/or holds, and the handling practices associated with such information.

2 SCOPE

This policy applies to all staff and students and any person about whom BBI collects, stores and handles private information as defined by the National Privacy Principles (NPP).

5 POLICY

BBI is committed to ensuring the privacy of all information it collects. As a registered company, BBI is bound by the National Privacy Principles as set out in the *Privacy Amendment (Private Sector) Act 2000* (Cth).

In protecting the privacy of personal and health information entrusted to it, BBI will meet its statutory requirements under the *Privacy and Personal Information Protection Act 1998* (Cth) (PPIPA) and the *Health Records and Information Privacy Act 2002* (Cth) (HRIPA).

7 PROCEDURE

Privacy Policy Procedures

In outworking its privacy policy, BBI references its practices and activities against the Information Protection Principles (IPPs from PPIPA), which underpin all matters related to personal information. Accordingly, BBI will:

- only collect personal information for a lawful purpose and only collect information if it is directly related to BBI's activities and necessary for that purpose.
- only collect information directly from the person concerned, unless they have given consent otherwise.
- inform the person as to what information is being collected, why it is being collected and who will be storing and using it. BBI will also inform the person how they can see and correct this information.
- ensure that the information is relevant, accurate, not excessive and up-to-date. Ensure that the collection does not unreasonably intrude into the personal affairs of the individual.
- ensure that personal information is stored securely, not kept any longer than necessary, and disposed of appropriately. Information will be protected from unauthorised access, use or disclosure.
- not retain personal information for any longer than is necessary and then dispose of it lawfully and securely.

- ensure that all reasonable steps are taken to protect personal information from loss, unauthorised access, use, modification or disclosure or other misuse.
- ensure that all reasonable steps are taken to ensure that personal information is not used or disclosed without authorisation by external service providers.
- not disclose personal information outside of BBI or its affiliated organisations except where:
 - the subject of information has consented to the disclosure, or has been notified of the likelihood of the disclosure; or
 - BBI is required by legislation, court order or other legally enforceable instrument and the request is in an appropriate written form; or
 - disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person.
- explain to the individual what personal information about them is being stored, why it is being used and any rights they have to access it.
- allow people to access their personal information without unreasonable delay or expense.
- allow people to update, correct or amend their personal information where necessary.
- ensure that the personal information is relevant and accurate before using it.
- only use personal information for the purpose for which it was collected, for a directly related purpose, or for a purpose to which the individual has given consent. Personal information can be used without consent in order to deal with a serious and imminent threat to any person's health or safety.
- only disclose personal information if the person has given their consent or if they were informed at the time of collection that it would be disclosed in this way. You can only disclose the information for a related purpose if you believe the person concerned is not likely to object. Personal information can be disclosed without consent in order to deal with a serious and imminent threat to any person's health or safety.
- not disclose sensitive personal information, for example, information about a person's ethnic or racial origin, political opinions, religious or philosophical beliefs, health or sexual activities or trade union membership. BBI will only disclose sensitive information without consent in order to deal with a serious and imminent threat to any person's health or safety.

BBI Websites and Privacy

Information automatically logged

BBI may make a record of a person's visit and log any of the following information for statistical and business purposes- the user's address, the user's domain name, IP address, the date and time of the visit, the pages accessed and documents downloaded, the previous site visited and the type of browser used. Identification of the user may also be requested and logged. If not a BBI student or staff member and a person sends an email, that e-mail address will be recorded.

Security information

BBI websites have security measures in place against the loss, misuse and alteration of information. Generally, a log-in and password are required to visit secure areas. This is to ensure that information is displayed only to the intended person. Users must keep their password secure at all times.

Cookies

When a person visits some pages on BBI websites, that computer may be issued with a cookie. The information the cookie contains is set by the BBI server and it can be used by

that server whenever visiting the website. A person can set your browser to refuse cookies or warn you before accepting them; however, some parts of the website may not function properly. Cookies may also be used for authentication purposes and to improve security during a visitor's session on line. Cookies may store the following information: session (numbered key) and duration.

Unique identifiers (such as log-in name and password) are collected from web site visitors to verify a user's identity and for use as account numbers in our record system.

External links

Where a BBI website contains a link to an external site, BBI accepts no responsibility for the privacy practices or the content of such web sites.

Public forums

Some BBI units require the use of forums, on-line teaching environments, message boards and or/news groups. Any information that is disclosed in these areas becomes public information and it is the responsibility of the user to exercise caution when deciding to disclose personal information.

8 KEY RELATED DOCUMENTS

- Privacy Act 1988 (Cth): <http://www.privacy.gov.au/law/act>
- Plain English Summary of the National Privacy Principles: <http://www.privacy.gov.au/materials/types/law/view/6893>
- Student Grievance Policy

9 NOTES

Contact Officer	Principal and Chief Executive Officer
Implementation Officer/s	Executive Team
Approval Authority / Authorities	Executive Team/ Governance Committee
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