

## 1. Objectives - Policy statement

- 1.1** This policy applies to the release of a student's personal information collected by Niche Education Group Pty Ltd (Niche) including all divisions of Niche (Australasian Academy of Cosmetic Dermal Science, Australian College of Beauty Therapy, Australian College of Specialist Make-Up) and all students where a third party service provider undertakes delivery and assessment of training.

The information requested as part of enrolment and throughout the course duration is used only for administration and maintaining student records at Niche or the location of the delivery and assessment of the relevant training. This information is confidential with access only available to administration and lecturing/training staff.

- 1.2** Niche adheres to the Privacy Act 2000 to ensure the privacy of all student models used for training purposes.
- 1.3** A student's personal information collected by or on behalf of Niche must not be released to a third party without the student's written consent. However, there are certain exceptions to this rule:
- 1.3.1** Where disclosure of the information is for the purpose for which it is collected; for example, Centrelink enquiries.
  - 1.3.2** Where disclosure of the information is necessary to prevent or lessen a serious and imminent threat to the life or health of the student concerned or to another person.
  - 1.3.3** Where the information provided by overseas students may be available to Commonwealth and state Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.
  - 1.3.4** Where Niche is required to provide information under the Rule of Law.
- 1.4** A student will be allowed to have access to their own personal information in order to update or amend that information.

## 2. Audience and applicability

- 2.1** The policy applies to the release of a student's personal information collected by or on behalf of Niche.
- 2.2** The policy does not apply to information that is contained in publicly available documents.

### 3. Context

3.1 The following should be considered when applying the Student Personal Information Policy:

[Privacy and Personal Information Protection Act 1998](#)

[Freedom of Information \(FOI\) Act, 1989](#)

[Children and Young Persons \(Care and Protection\) Act 1998](#)

[Public Finance & Audit Act 1983](#)

[Department of Education and Training - Privacy Policy](#)

### 4. Responsibilities and delegations

4.1 Niche Student Services is responsible for providing support on the application of this policy and maintaining this policy.

### 5. Monitoring, evaluation and reporting requirements

5.1 The Chief Executive Officer (CEO) will monitor this Policy, report on an annual basis as to its the effectiveness and advise of further policy amendments.

### 6. Contact

Student enquiries regarding this policy should be directed to [enquiries@acds.edu](mailto:enquiries@acds.edu).