



HILLS INTERNATIONAL COLLEGE

Privacy and Information Sharing Policy

<p>Policy:</p>	<p>Hills International College is committed to maintaining a Privacy Policy to support the College in its collection, treatment and storage of private and sensitive information.</p> <p>Hills International College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 (Cth).</p> <p>Hills International College is also bound by privacy requirements as set out in the Educational Services for Overseas Students (ESOS) framework.</p> <p>This Privacy Policy and associated procedure sets out what is private and sensitive information, why it was collected, how it is intended to be used, and the criteria for managing information sharing requests both external to the College and within the College.</p> <p>Some College records may be exempt from Privacy law. For example, certain employment records held by the College where the treatment of the record is directly related to a current or former employment relationship between the College and the Employee.</p> <p>The Principal is the delegated authority to manage disclosure and access to information in line with this policy.</p> <p>The Business Manager is the appointed Privacy Officer.</p> <p>Records received and generated by the College are stored for specific periods of time in accordance with our Record management Policy.</p> <p>Hills International College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Colleges' operations and practices and to make sure it remains appropriate to the changing College environment. The current version of this Privacy Policy is published on our website.</p>		
<p>Scope:</p>	<p>Governing Body, Principal, Privacy Officer, employees, volunteers, direct contractors, external providers, individuals completing practicum and placement, associated functions such as P&F, students and parents (including Homestay Families), Education Agents and Translation Services</p>		
<p>Policy Owner</p>	<p>College Governing Body</p>		
<p>Status: <i>(select)</i></p>	<p>v3</p>	<p>Supersedes:</p>	<p>V2_Feb 2025</p>
<p>Authorised By:</p>	<p>College Governing Body</p>	<p>Date of Authorisation</p>	<p>21 May 2025</p>
<p>References:</p>	<p>External (Regulatory and Guidance Material)</p> <ul style="list-style-type: none"> • <i>Privacy Act 1988 (Cth)</i> • <i>Australian Privacy Principles</i> • <i>Privacy Compliance Manual _April 2023 (ISQ Guidance Material)</i> • <i>Education Services for Overseas Students (ESOS) framework</i> • <i>Commonwealth Register of Institutions and Courses for Overseas Students</i> 		
<p>Review:</p>	<p>2 Years</p>		