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Privacy Policy

Contents

1. Purpose

The purpose of this Policy is to establish the principles and governance framework for the collection, use, disclosure, storage, protection, and management of personal information held by The Institute of International Studies (TIIS).

TIIS is committed to protecting the privacy of students, staff, graduates, contractors, agents, and other stakeholders and ensuring compliance with applicable privacy legislation and regulatory requirements.

2. Scope

This Policy applies to all Directors, Academic Board members, employees, contractors, consultants, education agents, third-party providers, students, and any other persons who collect, access, use, disclose, or manage information on behalf of TIIS.

The Policy applies to all information systems, databases, records, communications, and technologies used by TIIS.

3. Policy Principles

TIIS will manage personal information in accordance with the following principles:

3.1 Lawful and Transparent Management

TIIS will collect, use, disclose, and manage personal information in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles, and other applicable legislation.

3.2 Purpose Limitation

Personal information will only be collected and used for legitimate educational, administrative, regulatory, governance, employment, and business purposes.

3.3 Information Quality

TIIS will take reasonable steps to ensure that personal information is accurate, complete, current, and relevant to its intended purpose.

3.4 Information Security

TIIS will implement appropriate administrative, technical, and physical safeguards to protect information from misuse, interference, loss, unauthorised access, modification, or disclosure.

3.5 Access and Correction

Individuals may request access to personal information held by TIIS and request correction of inaccurate or incomplete information in accordance with legislative requirements.

3.6 Accountability

TIIS will maintain appropriate governance, oversight, and monitoring arrangements to ensure compliance with privacy obligations and continuous improvement of information management practices.

4. Collection, Use and Disclosure of Information

TIIS collects and manages personal information necessary to:

- assess and administer admissions and enrolments;
- deliver educational services and student support;
- manage employment and human resource functions;
- comply with regulatory and reporting obligations;
- undertake governance, quality assurance, and continuous improvement activities.

TIIS may disclose personal information to government agencies, regulators, professional accreditation bodies, education agents, service providers, and partner organisations where authorised by law or required for legitimate institutional purposes.

As a registered higher education provider and CRICOS provider, TIIS may disclose information to government agencies including TEQSA, the Department of Education, the Department of Home Affairs, and other authorities as required under Australian law.

5. Information Security and Data Protection

TIIS is committed to maintaining a secure information management environment that supports the confidentiality, integrity, and availability of institutional information.

Appropriate security controls, cybersecurity measures, access controls, monitoring systems, and business continuity arrangements will be maintained to protect personal information and institutional data.

The Institute will regularly review information security risks and implement improvements where necessary.

6. Privacy Breaches

TIIS will maintain procedures for the identification, reporting, assessment, management, and notification of privacy breaches.

Any actual or suspected privacy breach must be reported immediately through established institutional reporting channels.

Where required by law, TIIS will notify affected individuals and relevant regulatory authorities in accordance with the Notifiable Data Breaches Scheme.

7. Roles and Responsibilities

Board of Directors

The Board of Directors is responsible for overseeing the effectiveness of the Institute's privacy governance framework and ensuring appropriate information management systems are maintained.

Chief Executive Officer

The Chief Executive Officer is accountable for ensuring institutional compliance with privacy obligations and for providing resources necessary to implement this Policy.

Compliance Manager

The Compliance Manager is responsible for privacy compliance, privacy advice, complaint management, and data breach coordination.

Managers and Staff

All staff members are responsible for complying with this Policy, protecting personal information under their control, and reporting privacy incidents promptly.

8. Monitoring and Continuous Improvement

TIIS will regularly monitor compliance with this Policy through audits, risk reviews, incident reporting, and governance reporting processes.

Significant privacy risks, breaches, and compliance matters may be reported to the Executive Management Team, Audit and Risk Committee, Academic Board, and Board of Directors as appropriate.

The Institute is committed to the continuous improvement of its privacy and information governance practices.

9. Related Documents

This Policy should be read in conjunction with:

- Privacy Procedure;
- Data and Cybersecurity Policy;

- Records Management Policy;
- Risk Management Policy;
- Academic Records Management Policy;
- Student Code of Conduct;
- Staff Code of Conduct.

10. Legislative Framework

This Policy is informed by:

- Privacy Act 1988 (Cth);
- Australian Privacy Principles (APPs);
- Notifiable Data Breaches Scheme;
- Higher Education Standards Framework (Threshold Standards) 2021;
- ESOS Act 2000;
- National Code 2018;
- Corporations Act 2001.

11. Policy History

Policy title	**Privacy Policy**
Current version	1.0 draft
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Authored by	CEO
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