

## Academy of Interactive Entertainment Ltd

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CRICOS Provider number 02406F



**WINNER – Australian Training Awards  
Small Training Provider of the Year 2007**

## Personal Information Procedures

### Background

AIE complies with the information principles set out in the Privacy Act of 1988. It further seeks to continually reinforce values of transparency, accuracy and integrity in information management.

### Scope.

This procedure describes the responsibilities and rights adhering to the management of personal information at AIE.

### Policy

AIE staff and stakeholders will ensure that:

- Personal Information is collected in accordance with information privacy principles
- Effective storage and security arrangements are in place
- Records are complete, up to date and accurate
- Students can access their personal information at no charge
- Corrections are made to inaccurate records and student requests to amend records are noted on the record
- Personal information is only used for the purposes for which it was collected and personal information is only disclosed in accordance with the principles in the Privacy Act.

### Procedures

AIE has put processes in place to facilitate:

- Student permission being gained to provide his/her information to the Australian Government.
- Student application to receive a copy of the personal information being held about him/her by AIE.

a. During the application process, the student will be informed by the interviewing officer of the requirement to provide information to the government.

During the enrolment process, the student will be required to complete a statement granting permission for information disclosure as part of the VET FEE HELP assistance form or as part of the AIE enrolment form.

b. To receive a copy of their personal information students must submit a request through the administration office of their campus or, in the case of on-line students, AIE Head Office in Canberra AIE staff will supply a copy within seven days of the request being made.