



## Privacy Policy

### Policy

ICAE maintains a strict adherence to the privacy of student information. ICAE will only release student/client information directly to the student/client upon their request, or to a third party where ICAE has written permission from the student/client, or where ICAE is required by legislation to provide information to government agencies.

### Procedure

All current student hard copy information is held in lockable storage cabinets in the ICAE central file. Electronic student information is stored on the ICAE server, and backed up to an offsite server daily. Access to student records is restricted to ICAE staff. Students have access to their individual records on request. Original files are not to be removed from ICAE's Office. Information collected by ICAE may only be disclosed to a third party with the written consent of the student, or where ICAE is obliged under legislation to provide information to a third party.

Records for those students who have completed training are stored in the ICAE Office for a period of 12 months from completion of training, then removed to a secure offsite storage facility.

Access to all information contained on the database is password protected and stored on the ICAE server network.

International students should also be aware that information provided to ICAE may be made available to Commonwealth and State agencies, and the Fund Manager of the ESOS Assurance Fund, pursuant to ICAE's obligations under the ESOS Act 2000 and the National Code. ICAE is obliged to notify the Department of Immigration and Multicultural Affairs in a range of circumstances, including if:

- there are certain changes to an international student's enrolment, such as change of address in Australia, change of any other contact details, and variations leading to changes in their enrolled course duration;
- an international student does not begin your course when expected;
- an international student terminates their studies before completing the course;
- an international student commits any breach of their visa conditions relating to attendance or satisfactory academic performance.