

# ***WEB PRIVACY POLICY***

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| <b>Version</b>            | 2.1  |
| <b>Approved by:</b>       | Executive General Manager, Group Quality, Accreditation & Compliance |
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| <b>Implementation:</b>    | Student Services Manager, Operations Manager                         |
| <b>Maintenance Owner:</b> | Executive General Manager, Group Quality, Accreditation & Compliance |

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## Section 1 – Overview

Academy of Interactive Technology Pty Ltd (also trading as Coder Academy, ISCD, and Work Ready Education) RTO: 90511, Registered Higher Education Provider PRV12005, CRICOS: 02155J, (referred to hereafter as “AIT”) is subject to the Australian Privacy Act 1998 (“Privacy Act”).

This Website Usage Policy outlines how AIT deals with personal information which we collect in relation to our websites. Users of our websites are entitled to expect that any information collected will be treated within the terms of the Australian privacy responsibilities and obligations.

## Section 2 – What is personal information?

Personal information includes any information or opinion about an identified individual or an individual who is reasonably identifiable from the information or opinion. For further information, visit the Office of the Privacy Commissioner website at [oaic.gov.au](http://oaic.gov.au).

### **WHAT INFORMATION DO WE COLLECT AUTOMATICALLY?**

When you look at any websites in the NextEd Group, our computers record your visit and log the following information for statistical purposes:

- the Internet Protocol address from which we receive the request
- the date and time our server received the request
- the pages, documents and files you requested
- the address of the resource which provided the link followed, if any, to the AIT website
- the type of browser and, in some cases, the operating system used
- in some cases, data you send to our website from web forms (e.g. search terms).

### **WHAT OTHER INFORMATION DO WE COLLECT?**

Some sections of our websites may request general personal information about you, for example, if you request a brochure, or complete a survey. Such information includes your email and other contact details. We may also collect information which you voluntarily disclose online. Some of the information AIT collects may be sensitive information, such as details about your medical history, race or ethnic background, religion, political opinion, sexual preference or criminal record.

You should not disclose information about yourself which you consider to be sensitive, unless you are comfortable sharing this information with us and other users. If you are worried about the sensitivity of information that you are posting online, please do not use these areas of the AIT websites.

We generally collect personal information directly from the individual concerned, although there may be occasions when information is collected from third parties, such as where an individual posts information about another individual. If you provide personal information

about someone else on our website, you must ensure that you have their express consent or are otherwise entitled to disclose that information to AIT.

You must ensure that, without AIT taking any further steps required by privacy laws, we may collect, process, use and disclose such information for the purposes described in this Website Usage Policy. For example, you should take reasonable steps to ensure the individual concerned is aware of the various matters detailed in this Website Usage Policy, including AIT's identity and how to contact us, the circumstances in which the information has been collected by AIT, the purposes for which AIT collects personal information, AIT's information disclosure practices and that this Website Usage Policy contains information about how the individual may access and seek correction of the information AIT holds about them. You must make sure that the individual provides to you the same consents as those set out in this Website Usage Policy in respect of how AIT will deal with their personal information.

#### **WHAT DO WE DO WITH THE INFORMATION?**

The anonymous information collected during each request is collated for analysis. It is then evaluated and published in reports that show AIT usage patterns and identify popular areas of the website. This helps us to improve and develop the website and its services. For security reasons, AIT uses software programs to monitor network traffic and identify unauthorised attempts to upload or change information, or otherwise cause damage. AIT may collect your personal information for the primary purpose of providing our services or information to you. We may also use your personal information for purposes related or ancillary to the primary purpose of collection, including, to promote the services of AIT or our related companies, or to allow our related companies to promote their services to you. It is important to note that AIT cannot control, and is not responsible for, the actions of other individuals with whom you share information through the website.

#### **WHAT WON'T WE DO WITH THE INFORMATION?**

Except as otherwise set out in this Website Usage Policy, AIT will not use or disclose your personal information to a third party unless we have your consent to do so, or as otherwise required or authorised to do so by law.

#### **WHAT EXCEPTIONS ARE THERE TO THIS RULE?**

AIT will gather more extensive information than stated above in the following circumstances:

- unauthorised attempts to access files other than those published on AIT's websites
- unauthorised tampering or interference with files published on AIT's websites
- unauthorised attempts by other websites to index the contents of AIT's websites
- attempts to intercept messages of other AIT website users
- communications which are defamatory, abusive, vilify individuals or groups or give rise to a suspicion that an offence is being committed
- attempts to otherwise compromise the security of the AIT web server, breach the laws of the State of New South Wales or Commonwealth of Australia, or interfere with the use of the AIT website by other users.

AIT reserves the right to make disclosures to relevant authorities where the use of our website raises concern that an offence is being, or has been, committed. In the unlikely event of an investigation, AIT will provide data access to any law enforcement agency that may exercise a warrant to inspect AIT logs.

#### **WHO HAS ACCESS TO THE INFORMATION COLLECTED BY OUR WEBSITE?**

AIT captures web access information on its own computers. Access to the raw data on the web server is restricted to a limited number of staff who analyse and report on the success of the website in order to meet AIT's communication and access objectives. AIT uses third party service providers to help us to provide you with the website. These third party service providers include (but are not limited to): server hosts, data analysis specialists, and auditors. These overseas entities and individuals may be subject to different privacy laws. You consent to us disclosing your information to entities located outside Australia for the purposes described in this Website Usage Policy, on the basis that we are not required to ensure that any overseas recipient complies with Australian privacy laws.

#### **IS DATA STORED IN A SECURE WAY?**

AIT's websites have security measures in place to protect against loss, misuse and alteration of information under our control. However, no system is 100% secure. We meet legislative requirements regarding the security of the website. You acknowledge that we are not liable for any unauthorised use or disclosure of this information by any third parties, and that while AIT takes reasonable steps to ensure its compliance with the Privacy Act, AIT has no such liability for these third parties. If you do not wish to use the Internet, you can contact AIT by telephone, or mail.

#### **CYBER SECURITY**

Cyber-attacks are an increasing risk to all organisations and individuals alike. The NextEd group Limited and its subsidiary entities implement security systems and processes to minimise the risks of cyber-attacks and reduce the scope of any attempts. The NextEd Group Limited has data recovery systems in place, should data be corrupted in any way, including because of cyber-attacks. The NextEd Group Limited only shares data where required to do so, i.e. in accordance with legislative and government regulatory requirements. Permission levels to access data have been established, and appropriate policies and procedures are in place regarding privacy and data collection, data breaches and reporting.

#### **GENERATIVE Ai**

The advent of generative artificial intelligence (GenAi) as a mainstream resource accessible by anyone with internet access presents a range of opportunities and concerns for organisations and individuals alike. GenAi has the capability to simplify work processes and accelerate productivity. It also can distort data and undermine quality and integrity. The NextEd Group Limited and its subsidiary entities take both the opportunities and concerns associated with GenAi seriously. In doing so it promotes innovation where there is obvious value-add and equally it promotes caution in how it is utilised and accessed.

#### **HOW DO WE DEAL WITH INFORMATION REQUEST AND REGISTRATION FORMS?**

When you lodge an online request or Registration with AIT you provide us with personal information which may include your name, contact number, postal and email address. We collect and retain this information in order to respond to your inquiry and provide a service. A record of your inquiry may also be collected for statistical purposes, to determine usage of our services and provide information for future improvements. Except as otherwise set out in this Website Usage Policy, no personal details are provided to any other individual or organisation, and access to this information is restricted to AIT staff and contractors responsible for delivery of the service or activity.

#### **DO WE PUBLISH PERSONAL INFORMATION ON OUR WEBSITES?**

AIT will only publish personal information on our website (including any discussion board) if it has been collected for this purpose with your knowledge and consent. When giving such consent you should be aware that information published on this website is accessible to millions of users from all over the world, that it will be indexed by search engines and that it may be copied and used by any web user. This means that once the information is published on this website, AIT will have no control over its subsequent use and disclosure. Names and email addresses of AIT staff appearing on this website are provided with their knowledge and consent. Under no circumstances will AIT sell or receive payment for licensing or disclosing your personal information.

**WHAT ABOUT EXTERNAL LINKS?**

AIT sites may contain links to other sites. AIT is not responsible for the privacy practices or the content of such websites.

**CAN I ACCESS AND CORRECT MY PERSONAL INFORMATION?**

You have the right to access your personal information held by AIT on request, subject to limited exceptions in the Privacy Act. AIT will take reasonable steps to ensure the personal information it collects, uses and discloses is accurate, complete, up-to-date and relevant. You may request to access or amend your personal information by contacting us at [info@ait.edu.au](mailto:info@ait.edu.au) If you no longer wish to receive any communications, or want to be removed from any AIT database, please contact us on [info@ait.edu.au](mailto:info@ait.edu.au)

**HOW DO I CONTACT YOU OR REPORT ANY VIOLATIONS?**

If you have any questions about this Website Usage Policy, or if you wish to report any violations of this Policy or the Privacy Act, please contact us at [info@ait.edu.au](mailto:info@ait.edu.au)

## Section 3 Change History

| Version | Approval date | Approved by   | Change                                      |
|---------|---------------|---|---|
| V1.0    | 9/10/2017     | Group Manager,<br>Group Accreditation & Compliance                      | Original document                           |
| V2.0    | 16 March 2023 | Executive General Manager,<br>Group Quality, Accreditation & Compliance | Update name and format to new AIT template; |
| V2.1    | 25/3/2024     | Executive General Manager,<br>Group Quality, Accreditation & Compliance | Added cyber security statement              |