

Privacy, Records and Information Security Policy

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
Regulatory review	15 September 2026
Applies to	All applicable domestic and international students
Policy owner	CEO / Academic Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025.
- Privacy Act 1988 (Cth), including the Australian Privacy Principles and Notifiable Data Breaches scheme.
- Student Identifiers Act 2014 (Cth) and current Student Identifiers regulations and requirements.

Policy and procedure

The Bright College is committed to protecting personal information, student records, staff records, assessment evidence, CRICOS records and business records from unauthorised access, misuse, loss, interference or disclosure. Records must be collected, used, stored, retained, archived and disposed of in accordance with applicable legislation, regulatory requirements and The Bright College's records management procedures.

Privacy and Information Security Procedure

- Students and staff must be informed about why personal information is collected, how it is used, who it may be disclosed to, and how they may access or correct their records.
- Access to student management systems, LMS, shared drives, email accounts, assessment records and CRICOS records must be restricted to authorised staff according to their role.
- Staff must not disclose student, staff, host organisation or business information unless authorised by policy, law, regulator request, written consent or operational necessity.
- Electronic records must be stored in approved systems with appropriate password protection, access permissions, backups and version control.
- Physical records must be stored securely and protected from unauthorised access, damage, loss or theft.
- Any privacy breach, cyber incident, lost record, unauthorised access or suspected data compromise must be reported immediately to management and recorded as an incident for investigation and corrective action.
- Records required for audit, certification, CRICOS compliance, complaints and appeals, validation, placement, finance or regulatory reporting must be retained for the required period and be retrievable in a timely manner.

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Policy Review and Implementation Procedure

The Bright College will review this manual at least annually and whenever there are changes to legislation, regulatory requirements, scope of registration, CRICOS registration, training products, delivery model, student cohort, third-party arrangements, staffing, audit outcomes, complaints/appeals, validation outcomes, industry feedback or identified risks.

- The RTO Manager and Academic Manager are responsible for coordinating policy review and ensuring operational implementation.
- The CEO/Directors are responsible for approving controlled versions of the policy manual and ensuring adequate resources for implementation.
- All staff must be notified of material policy changes and must sign acknowledgement where required.
- Superseded versions must be archived and clearly marked as superseded.
- Any action arising from the review must be recorded in the Continuous Improvement Register, allocated to a responsible person and followed up for effectiveness.

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