



St Marks

National Theological Centre

St Mark's National Theological Centre Nationally Recognised Training



Policy InfoSheet

Privacy & Confidentiality of Student Information at St Mark's

- The only information held by St Mark's about a student or a client is information necessary to assess the need or eligibility to receive a service and for *St Mark's* to provide the service and will only be used for the purpose for which it was collected.
- St Mark's will not disclose information about students or clients to people outside the organisation unless required by legal or academic requirements of which the student has been informed prior to or at the time of enrolment.
- St Mark's will not disclose details about the student to parents, spouses or other relatives of the student, unless the student or client gives written permission for *St Mark's* to do so.
- St Mark's will release information about students to sponsoring organisations or companies only as and when the nature and extent of that information has been decided upon and agreed to by the student prior to entering training.
- Under certain circumstances St Mark's may be obliged to release statistical information that has been collected as part of the student's personal information, as required by law or by commonwealth and state funding or accreditation bodies. In such cases, the personal identifying information (such as name and address) is encrypted to ensure that the student is not identifiable.

Student access to their own Student Records and Files:

- Students have the right to read any personal information kept about them by St Mark's and requests should be made to the Director who will ensure that the student may access information on his/her file within two weeks.
- Student Records are captured from the Enrolment Form and provide St Mark's with the personal information necessary to provide and record training & assessment.
 - First Name, Surname, Address, including street number, street, suburb, postcode.
 - Telephone numbers: Work, Home, Mobile.
 - Fax Number, Email address.
 - Date of Birth, Gender – Male/Female.