



# Student Access to Records Policy



## Responsibility

State Managers and Operation Managers

## Legislation / Contracts

- Freedom of Information Act 1982

## Related Policies and Procedures

- AQF Certification Issuance Policy
- Records Retention and Management Policy
- Privacy Policy

## Purpose

The purpose of this policy is to ensure that effective administrative records management procedures are in place for students who wish to gain access to their personal information. Kirana Education ensures that the access constitutes integrity, accuracy and the currency of the information being accessed.

## Definitions

Kirana Education - Refers collectively to services delivered through its sub brands Kirana Colleges and Kirana Workforce Development and its group of Registered Training Organisations. The Kirana Education group of RTOs consists of;

- Access Training Institute Pty Ltd
- Kirana Training Pty Ltd
- Maxis Solutions Pty Ltd
- Precision Training Australia Pty Ltd
- Insight Training Group Australia Pty Ltd
- Learning Lab Pty Ltd

## Policy

At Kirana Education we acknowledge that students need access to their records in order to monitor their progress and participation. Kirana Education will facilitate access to records to a student on request. It is the responsibility of all staff to respond positively to these requests and assist the student to complete the request form and facilitate access.

An individual may request copies of their personal records/information or for their personal information to be amended so that it is accurate.

Students who require access to their records are required to make the request in writing and provide Photo ID. Students must specify what records they need access to. Access will only be provided to the student and only after identification has been confirmed.



# Student Access to Records Policy



Where a third party requires access to a student's records, they must arrange for the student to complete a signed release of personal information form.

A Student Support Officer will respond to the request within two business days.

## Procedure

- Student to request access to personal records using the access to personal information form.
- Alternatively, a third party to request access to personal information providing a completed Release of personal Information form signed by the student.
- Identity is confirmed and Photo ID provided.
- Completed form(s) and details of sited identification to be saved in the student's documents in VETtrak
- Within 2 days of a request the student receives a response. Students to be sent copies of requested documents to be sent within 2 days. If not feasible the student should be contacted to discuss access.