

AIHM will comply with the ten national privacy principles in the handling of personal information of students.

1. **Collection** – The AIHM will collect only the information necessary for one or more of its functions. The student will be told the purposes for which the information is collected.
2. **Use and disclosure** - Personal information will not be used or disclosed for a secondary purpose unless the student has consented or a prescribed exception applies.
3. **Data quality** - The AIHM will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up to date.
4. **Data Security** - The AIHM will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
5. **Openness** - The AIHM will document how they manage personal information and when asked by the student, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.
6. **Access and correction** - The student will be given access to the information held except to the extent that prescribed exceptions apply. The AIHM will correct and update information errors described by the student.
7. **Unique Identifiers** - Commonwealth Government identifiers (eg Medicare number or tax file number) will only be used for the purposes for which they were issued. The AIHM will not assign unique identifiers except where it is necessary to carry out its functions efficiently.
8. **Anonymity** - Wherever possible, The AIHM will provide the opportunity for the student to interact with them without identifying themselves.
9. **Transborder Data Flows** - The student's privacy protections apply to the transfer of personal information out of Australia.
10. **Sensitive Information** - The AIHM will seek the consent of the student when collecting sensitive information about the student such as health information, or information about the student's racial or ethnic background, or criminal record.