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## CONFIDENTIALITY GUIDELINES

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### Preamble

The Adelaide College of Divinity and the Adelaide Theological Centre recognise that, in a consortium of theological colleges, each constituent member college retains its autonomy and traditions. The ACD and ATC accept that, in view of this principle, it is not in a position to establish a single standard. Therefore each member college is responsible for developing its own ethical standards in relation to its staff and students. Nevertheless, colleges acknowledge that the ACD as the provider of ACD courses of study must ensure that ethical standards are maintained and that the requirements of relevant legislation and standards are met.

### Legislation/Standards

AQTF Standards for Registered Training Organisations  
Training and Skills Development Act 2008

Higher Education Support Act 2003 and Higher Education Provider Guidelines

Commonwealth Privacy Act 1988 – National Privacy Principles

### Delegations

The ACD Board has delegated to the ACD Executive Officer the responsibility for ensuring that these Guidelines are followed by ACD and ATCC staff and students and has delegated to college principals the responsibility for ensuring that their faculty and staff follow these guidelines.

### Approvals

This document was approved by the ACD Board/ACD President on 10 January 2005 and updated January 2011.

### Associated Documents

*ACD Privacy of Information Guidelines* and *ACD Board Delegations to ACD Colleges*

### Guidelines

The following guidelines have been developed to assist the ACD and ATC in carrying out these tasks.

1. It is desirable that there be free and frank interchanges of ideas in the delivery of educational programs. This being so, staff and students must exercise sensitivity and tact in relation to each others disclosure of personal information in the context of teaching situations.
2. Teaching and teaching material are covered by copyright not by confidentiality; however, personal information disclosed in teaching situations should be treated as confidential by lecturers, tutors and other class members.
3. If a lecture and/or tutorial is being recorded for the purposes of flexible delivery, and/or as an aid to students with disabilities, or who are absent, all should be made aware, at the outset, that such recording will be done. Students who receive such recordings shall adhere to these guidelines with respect to personal information divulged in the same manner as those who are physically present in the lecture and/or tutorial.
4. In compliance with Information Privacy Principles 4, 9 and 10 of the Commonwealth Privacy Act 1988 recordings made of lectures and/or tutorials and which may contain personal information should not be made available to anyone other than a student enrolled in the topic.
5. Written work submitted by students should not be shown to other staff members or students without the permission of the author, the only exception being the case of necessary cross marking. *Grades should not be written on the front pages of written work.*
6. It is inappropriate for lecturers or tutors to be asked by colleges, other than their own, to provide personal judgments about students except in relation to academic matters.
7. It is inappropriate for non-teaching staff to be asked by colleges or churches to offer any personal comment on students.
8. The ACD is responsible for maintaining academic records for students enrolled in ACD courses. In accordance with the Information Privacy Principles 10 and 11 of the Commonwealth Privacy Act 1988 any information held on the ACD Student Database will be kept confidential except for approved administrative purposes or disclosure that is required or authorised by law.
9. The procedures for consideration of complaints are set out in the *ACD Grievance Procedures*.