



Policy

Records are maintained of course development, course delivery, students, human and physical resources, and financial and management activities. Records are kept accurate and up-to-date.

All on-site records are kept in a secure and confidential environment. Access to files is limited to staff involved in their maintenance and appropriate course personnel. Students have access to their records and can provide written authorisation to allow other people access to their records. Footscray City Films reserves the right to provide access to student records as required by legislation.

Physical records are archived systematically and consistently, and stored in a secure location off-site. Electronic records are backed up and copies maintained in a secure location off-site. Archives are stored for the statutory period.

Managerial Responsibility

Head of the Film School