

## STUDENT INFORMATION PRIVACY POLICY AND PROCEDURE

### 1. PREAMBLE

The College adheres to the National Privacy Principles and the Privacy Act and respects the confidentiality and importance of student data it collects before, during and after enrolment. The College is also bound, by legal mechanism, to provide certain government authorities with data pertaining to international students.

### 2. PURPOSE

The purpose of this policy and procedure is to describe College's privacy policy with regard to student data captured before, during and after enrolment.

### 3. SCOPE

This policy applies to all Units of the College and all of its students.

### 4. PRIVACY POLICY

The College complies with State and National Privacy Laws and associated guidelines and treats information collected from an applicant as confidential. Information supplied by students is only used for the purpose of enrolment in a course and for ongoing progress of study at the College. The College will not make this information available to a third party unless this is required or permitted by law. Disclosure may also occur with a student's consent.

Information provided by international students to the College may be made available to Australian Government of State Government agencies and the Fund Manager for ESOS Assurance funds, pursuant to the College's obligations under the ESOS Act 2000 and the National Code of Practice.

In all cases, the information collected from students will be used for the purpose of assessing their application, enrolling them in a program of study and managing their study during enrolment.

The College will use the information it collects from the student or intending student for providing College services to them and not for any other purpose. We will use the information the student or intending student provides to us pursuant to our Privacy Policy as published on the College web site.

The Privacy Officer at the College is the Risk and Compliance Officer who can be contacted at the College phone number or via our web site.

Students can access the information the College holds about them by contacting the College Privacy Officer. The College will provide access to that information unless it is legally authorised not to. The College reserves the right to charge a \$150 fee for providing such information.

If the student wishes to change any personal information, which is incomplete, inaccurate or out of date, they are able to contact the College for this purpose by speaking with the Privacy Officer. On receipt of such a request, the College will take reasonable steps to correct such information.

If the student wishes to have their personal information removed from the College records, they may request this from the Privacy Officer and the College will delete those records wherever it is legally able to do so.

The College may refuse the request to delete or modify information if this contravenes a College legal responsibility. If this is the case, the College will write to the student explaining the reasons for the decision.

The College takes all reasonable steps to maintain student information and records securely and ensure they are accurate and up to date.

Information sent to us or sent by us via the internet may not be guaranteed secure, given the nature of cyber security. For this reason, we are unable to accept responsibility for the security of information sent or received via the internet, though the College will always take reasonable steps with regard to maintaining its information systems as secure as practical.

The College may amend or change this Privacy Policy from time to time. Changes will be published on the College web site and take effect from the date of their publication.

Students having concerns or wish to contact the College regarding any aspect of the Privacy Policy, the Privacy Officer may be contacted via the College phone number or through its web site.

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