



Student Privacy Contract

This Student Privacy Contract (“Contract”) is made and entered into on [Date] by and between:

Certified Australia Group Pty Ltd

Address: 3/1236 Canterbury Road, Roselands, NSW 2196

ABN: 67 651 713 549

(hereinafter referred to as **Certified Australia Group Pty Ltd**)

Student:

[Full Name of Student]

[Address of Student]

[City, State, ZIP Code]

(hereinafter referred to as the “Student”)

1. Purpose

The purpose of this Contract is to ensure that **Certified Australia Group Pty Ltd** handles and protects the personal information and ID of students in compliance with applicable privacy laws and regulations.

2. Definitions

- **Personal Information:** Any information that identifies or can be used to identify a student, including but not limited to name, address, contact details, academic records, and identification numbers.
- **ID Information:** Any form of student identification such as driver’s license, passport, or student ID card.

3. Collection of Personal Information

Certified Australia Group Pty Ltd collects personal and ID information from students for the purpose of [specify reasons, e.g., providing educational services, verifying student identity, compliance with regulatory requirements]. The collection is done with the student's knowledge and consent.

4. Use and Sharing of Personal Information

Personal information and ID are used only for legitimate business purposes and may be shared under the following conditions:

- **With Partners:** **Certified Australia Group Pty Ltd** will share student information with trusted partners for the purpose of assessing RPL (Recognition of Prior Learning) applications. These partners are bound by confidentiality agreements and will use the information solely for the purposes specified.
- **With Consent:** Information may be shared with other parties when the student has provided explicit consent.
- **For Legal Compliance:** When required by law or regulatory obligations.
- **With Service Providers:** Service providers assisting with **Certified Australia Group Pty Ltd** operations, under confidentiality agreements.

5. Data Security Measures

Certified Australia Group Pty Ltd employs appropriate physical, technical, and administrative measures to safeguard student data, including but not limited to:

- Secure access controls.
- Data encryption and secure storage.
- Regular security audits and staff training.

6. Student Rights

Students have the following rights regarding their personal information:

- **Access:** To request access to their personal information held by **Certified Australia Group Pty Ltd**.
- **Correction:** To request corrections to any inaccurate or incomplete data.
- **Deletion:** To request the deletion of personal information, subject to legal and regulatory obligations.

7. Confidentiality Obligations

Certified Australia Group Pty Ltd ensures that employees and contractors who handle student data are bound by strict confidentiality obligations. Any breach of confidentiality may result in disciplinary action.

8. Data Retention

Personal and ID information will be retained only for as long as necessary to fulfill the purposes outlined in this Contract or as required by law. Upon completion of these purposes, the data will be securely deleted or anonymized.

9. Reporting Data Breaches

In the event of a data breach that may compromise student personal information, **Certified Australia Group Pty Ltd** will:

- Notify the affected students promptly.
- Report the breach to relevant authorities if required by law.
- Take immediate action to mitigate the breach and prevent future incidents.

10. Amendments to Privacy Policy

Certified Australia Group Pty Ltd reserves the right to amend this Contract as needed to comply with changes in legal and regulatory requirements. Any changes will be communicated to the students promptly.

11. Governing Law

This Contract shall be governed by the laws of [State/Territory], Australia.

12. Acknowledgement

By signing below, the Student acknowledges that they have read and understood this Contract and agree to the terms set forth herein, including the sharing of their information with partners for RPL assessment purposes.

Signatures

Certified Australia Group Pty Ltd Representative:

[Authorized Representative Name]

[Title]

Signature: _____

Date: _____

Student:

[Full Name of Student]

Signature: _____

Date: _____