



Booroongen Djugun College

RTO ID: 6673

ABN 79 638 718 552 ACN: 162 957 315

Privacy Policy

Organisation Definition:

KEY POLICY

This policy deals with the collection, use, disclosure, security of and access to personal information. It applies to all students who study at Booroongen Djugun College who is committed to providing excellent education and service in our training facilities.

Protecting the privacy and confidentiality of information we collect, in the course of providing this service, it is important to us and a legal requirement under the Privacy Act. With the introduction of the Australian Privacy Principles we implemented processes to ensure the protection of student and staff information.

SUBSTANCE

Client Information: The personal information collected and held by Booroongen Djugun College may include:

- Name, address, telephone number(s), bank account details (if applicable), Medicare details
- Medical information
- Employment status information
- Previous studies
- Emergency/Family contact information

If students choose not to provide us with the information above, we will not be able to consider their application for training or provide the necessary and appropriate services.

Collection of Information

We collect information in a number of ways, including:

- Directly from the student when completing an application to enrol with Booroongen Djugun College.
- From third parties such as employers and jobactives (employment services).
- From publicly available sources such as electoral rolls.

Unsolicited personal information passed on to Booroongen Djugun College will be evaluated by the Student Services and escalated to management whenever necessary, to determine if the information is directly related to one or more of Booroongen Djugun College's functions/activities. If it is deemed that the information is not necessary, this will not be included in any of the individual's records and hard copies will be destroyed so that the information and/or the student will not be identifiable.

Use of Information

Booroongen Djugun College acknowledges and respects the privacy of individuals. The information we obtain may be used in order to:

- Determine whether we can provide suitable training appropriate to student needs
- Manage and administer training and services including charging and collecting relevant fees and charges
- Communicate with nominated people in the event of an accident or emergency
- Report to relevant government departments and other regulatory, funding or industry bodies about training matters
- Participate in research and development projects

Disclosure of Information

We use student information in order to fulfil our commitment to providing excellent education, training and other services.

As a Registered Training Organisation, Booroongen Djugun College may be required to provide personal information to the following external organisations, including but not limited to the Department of Immigration and Border Protection; the Department of Employment, Skills, Small and Family Business, National Centre for Vocational Education Research (NCVER), Independent Tertiary Education Council Australia; the National VET Regulatory and Registering body ASQA (Australian Skills Quality Authority).

In addition, we may disclose required information to the following:

- Student representatives (a person nominated by that student with written permission for Booroongen Djugun College to do so)
- Our professional advisors, accountants and auditors
- Government and other regulatory and funding bodies
- Related entities and other bodies with which we are affiliated

Booroongen Djugun College may also disclose information if it is reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person.

Booroongen Djugun College and its associated entities may use or disclose personal information (other than sensitive information) for direct marketing purposes unless the student has made a request that they do not wish to receive any Booroongen Djugun College promotional material.

All students, clients and employees have the right to access their own personal information held by Booroongen Djugun College. Student information will not be released to parents, partners or any other third party without the student's written consent.

Student information will not be provided to third parties over the phone.

Booroongen Djugun College will confirm the student's identity prior to releasing any information over the phone.

Accuracy of Information

Booroongen Djugun College will take reasonable steps to ensure that the information students provide and is stored by Booroongen Djugun College, is accurate and up to date at all times. The accuracy of the information is dependent to a significant extent on the student's continued cooperation and the provision of current information.

Students are responsible to advise the Student Services at Booroongen Djugun College, as soon as possible, of:

- Any errors in the information Booroongen Djugun College holds
- Any changes to personal details and confirm all alterations to be made to information already held by Booroongen Djugun College.
- Complaints relating to privacy matters/breaches
- Will need to be made in writing and sent to:

Mail: Director of Training and Services

Booroongen Djugun College

Locked Mail Bag 3, Kempsey NSW 2440

Email: director@booroongendjugun.com.au