



## PRIVACY POLICIES

### Barrington College Australia: Privacy Policy

#### Introduction

Barrington College Australia (referred to as we, us or our throughout this policy document) has implemented this Privacy Policy to provide individuals with information about how we hold and use the personal information that we collect.

By providing your personal information to Barrington College Australia, you consent to its collection, use, storage and disclosure in accordance with this Privacy Policy.

If you wish to make any enquiries regarding this Privacy Policy, you should contact us through the contact details included in this policy.

We respect your privacy and are committed to protecting your personal information.

#### Policy Scope

This policy applies to all Barrington College Australia employees, associates, students and stakeholders.

#### Personal Information – Privacy policy

Personal information is defined in Section 12 of the *Information Privacy Act 2009* (Qld).

The personal information collected and held about you includes, but is not limited to:

- your name, address, email address, age, gender, tax file number, citizenship, unique student identifier, occupation and contact information
- information about your education history and other related information if you are a student registered for studies with us
- payment details, such as your credit card details
- details of courses undertaken with us and other institutions
- background checks including police checks and working with children checks if you have applied for employment or other related positions
- any audio, photography or videorecording of you while in training programs, industry placement or any college-related activity on or off campus
- health and sensitive information
- other information provided voluntarily by you

#### How we collect your personal information

We collect personal information about you in several different ways including directly from you, for example when you:

- apply to study a course
- undertake training
- provide information to us in person or by telephone, email, online, or through a college form,

- submit information through our website
- from third parties, such as:
- commercial partners
- other government departments and agencies
- social media sites
- third party service providers

### **How we use your personal information**

We may use your personal information for the primary purpose for which it was collected and secondary purposes either related to the primary purpose or as otherwise set out in this Privacy Policy. Such primary and secondary purposes may include, without limitation, use of your personal information to:

- process any application for enrolment you might submit to us
- deliver or facilitate the provision of training and other related products and services and retain evidence of participation and completion
- verify your identity
- develop student registers to enable us to communicate with you and any nominated parent/guardian/ nominated agent
- facilitate health, safety and wellbeing at our campus and other training locations
- process any job application you might submit to us
- develop, run, administer, and promote competitions, programs, activities and other events run by us, including promotions on social media
- market and promote products, services, merchandise and special offers made available by us or our respective commercial partners through various channels including print material, our website and social media accounts
- administer and manage our websites and provide you with access to those websites
- administer and manage any account you may hold with us
- keep adequate records for audit, record keeping and compliance purposes
- keep you informed of news and information, including by distributing newsletters, publications and other communication via various mediums including direct mail, email and SMS / MMS messages
- research and develop new programs, activities and other events relating to education and other related products and services

We respect that you may not wish to share certain personal information with us and we will take reasonable steps to allow you to opt-out of sharing information if that is possible.

You can contact us if you do not want to receive marketing information (such as our newsletters, publications and other communications) or use the unsubscribe option within electronic communications. However, you cannot opt out of receiving administrative messages in relation to any course in which you are currently enrolled.

We may collect and use your personal information for other purposes not listed in this Policy. If we do so, we will make it known to you at the time we collect or use your personal information.

We will not otherwise use or disclose your personal information without your permission, unless the disclosure is in accordance with this Privacy Policy or any agreement you enter into with us; or required or authorised by law, including without limitation under the *Information Privacy Act 2009(Qld)* or the *Right to Information Act 2009 (Qld)*.

If you choose not to provide your personal information to us for the purposes set out in this Privacy Policy, you may not be able to enrol in courses or receive certain products and services and we may not be able to undertake certain activities for you, such as enrolling you in a course or providing you with requested information, products or services.

### **Health and sensitive information**

In some circumstances we may collect information about your health or other sensitive information. We will collect health and sensitive information about you only if you directly provide that information to us.

We may use health information about you to ensure that any education programs in which you participate are run safely and in accordance with any special health needs you may have, for insurance purposes and otherwise as required or authorised by law.

### **When do we disclose your personal information**

We may disclose your personal information to:

- your school, the Queensland Curriculum and Assessment Authority and the Queensland Tertiary Admissions Centre if you are a school-based trainee or VET in Schools student
- to your employer or that third party - if you are enrolled in training paid for by your employer or another third party
- if you are enrolled with Barrington College Australia and are undertaking training with another organisation (including other training providers, community organisations or schools) - the organisation with which you are undertaking training
- if you are enrolled with us in a program eligible for articulation through a higher education delivery partner and/or intend to continue study via a pre-arranged articulation pathway- the higher education delivery provider
- if you are under the age of 18 - your parent or legal guardian (unless you have formally advised us not to provide this information);
- if you are an international student - the parties outlined in the terms and conditions agreed upon when accepting a place
- Government Authorities and Agencies including but not limited to the Department of Immigration and Citizenship, Department of Home Affairs, Queensland Department of Employment, Small Business & Training, Centrelink, Commonwealth, Australian Tax Office, Australian Skills Quality Authority, Tertiary Education Quality and Standards Authority, the National Centre for Vocational Education, the Commonwealth Department of Education and Training and the Tuition Assurance Scheme
- third parties that we have engaged to carry out functions and activities on our behalf (such as other education providers, our website hosts, trade suppliers, independent contractors and other third-party service providers) or that we otherwise work with to provide our education programs
- third parties to whom you have expressly given consent
- our professional advisers, including our accountants, auditors and lawyers
- our insurers; and
- other persons as required or authorised by law

### **Our website**

When you visit our website, our systems may record certain information about your use of those websites (such as which web pages you visit and the time and date of your visit). We use this information to help analyse and improve the performance of our web sites.

We may engage third parties, to help analyse how our websites are used. This analysis is performed using data collected from the websites, including by using cookies which are stored on your computer. The information generated is used to create reports about the use of our websites, and these third parties may store this information. However, this information is not intended to and will generally not include any personal information

We may also collect Internet Protocol addresses relating to you when you access and use the web sites. IP addresses are assigned to computers on the internet to uniquely identify them within the

global network of computers which makes up the internet. We may collect and manage IP addresses for internet session management and security purposes.

Some of the content on our websites may include links to third party websites or applications made available by third parties, such as social media buttons or links that allow you to share content or links to our website through the relevant third-party platforms. These third- party links or applications themselves may facilitate collection of information by those third parties through your interaction with the applications and sometimes even if you do not interact directly with them. We are not responsible for the technical operation of these links or applications or the collection and use practices of the relevant third parties. Please visit the relevant third-party websites to understand their privacy practices and options they may make available to you in relation to their collection of your personal information.

#### **Accuracy of your personal information**

We take all reasonable precautions to ensure that the personal information we collect, use, store and disclose is accurate, complete and current, however, we rely on the accuracy of personal information as provided to us both directly and indirectly.

If you find that the personal information, we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will take reasonable steps to ensure that it is corrected.

#### **How to contact us**

If you have any questions in relation to this Privacy Policy or our Personal Information handling processes, wish to make a complaint in relation to a breach of your privacy or would like to correct your personal information held by us, you can write to our Chief Executive Officer at 9 Seabank Lane, Southport QLD 4215 or by email: [info@barringtoncollege.edu.au](mailto:info@barringtoncollege.edu.au).

If you wish to opt out of direct marketing, you can write to our General Manager at 9 Seabank Lane, Southport QLD 4215 4215 or by email at [info@barringtoncollege.edu.au](mailto:info@barringtoncollege.edu.au).

We take all privacy complaints seriously and will investigate any such complaint in a confidential manner.

#### **Changes to this Privacy Policy**

From time to time, we may need to change this Privacy Policy to reflect our changing business practices. We will notify you of any amendments by posting an updated version of this Privacy Policy on our website.

## **NCVER Privacy Notice**

Under the Data Provision Requirements 2012, Barrington College Australia is required to collect personal information about you and to disclose that information to the National Centre for Vocational Education Research (NCVER).

#### **Privacy Notice**

##### **Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Without the required personal information requested in our enrolment form, Barrington College Australia is unable to process a student's enrolment in their requested course.

### **How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### **How we disclose your personal information**

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### **How the NCVER and other bodies handle your personal information**

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation.
- facilitation of statistics and research relating to education, including surveys and data linkage.
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details listed here <https://www.barringtoncollege.edu.au/contact-us/>.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/resources/national-vet-data-policy>.

### **Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

**Contact information**

At any time, you may contact Barrington College Australia to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice