

## Privacy Policy

The Privacy Amendment (Private Sector) Act 2000 regulates the way that private sector organisations can collect, use, keep and disclose personal information. It gives individuals the right to know what information an organisation holds about them and a right to correct that information if it is wrong. Following is the information that the Privacy Act requires us to communicate to all of our clients.

### Your personal information

SIBT keeps personal information on each student including:

- Name, address, date of birth, country of residence, agents details, allergies and illnesses
- Application form and letter of offer
- Passport, visa and Medibank numbers
- Employment history (if provided by the student)
- Academic qualifications and details of Recognition of Prior Learning (RPL)
- IELTS and TOEFL scores
- Course and unit enrolments and marks and grades achieved
- Financial details
- Attendance records including medical certificates supplied to support absences
- Tax File Number, and Commonwealth Higher Education Student Support Number, of students who apply for FEE-HELP

SIBT keeps personal information on each staff member including:

- Name, address, date of birth, contact details
- Curriculum vitae

SIBT keeps personal information on each supplier including:

- Name, address, account numbers, contact details

SIBT keeps personal information on each agent including:

- Name, address, contact details
- Agent agreements
- Details of commissions paid

### How SIBT collects personal information

- Directly from the student or from their agent
- The student accessing a secure site on the SIBT portal to update personal information
- From Australian Government Departments
- Directly from staff members
- Directly from suppliers
- Directly from agents

### How SIBT uses your personal information

Students:

- Correspondence
- Assessing applications to study at SIBT
- To assist students in emergency situations
- Conferring Awards for study
- Information is collected on the application form and during my enrolment in order for SIBT to meet its obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. SIBT provides information including personal and contact details, course

enrolment details and changes, and the circumstances of any suspected breach of student visa conditions to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on the application form and during my enrolment can be disclosed without a student's consent where authorised or required by law

- Releasing academic records to Macquarie University for students who have applied to transfer or such other academic institutions to which students may choose to apply.

**Staff:**

- Correspondence
- Teaching staff curriculum vitae are referred to Macquarie University Heads of Division who authorise appointment of all Diploma level teaching staff at SIBT

**Suppliers:**

- Correspondence

**Agents:**

- Correspondence
- Analysis of performance and Commission payments

**Help SIBT to ensure we hold accurate information**

SIBT takes all reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However the accuracy of the information depends on you advising us if there are any errors in your personal information and keeping us up-to-date with any changes such as address and telephone numbers.

**You can access your personal information**

All students can access their personal information held by SIBT. Most of your personal information can be accessed via the secure SIBT portal using your password. For security reasons requests to view other information not held on the website must be in writing. After a 'Request to view student personal information' form is completed an appointment will be arranged for you to meet with the Student Administration Director to view your records. During this meeting you will be shown your total student file and all notes SIBT has on file about you. We will also answer any questions you may have. Except as required under the Standards for Registered Training Organisations, the National Code or by law, information about a client is not disclosed to a third party without the written consent of the client. If you are under-18 information will be supplied to the parents or a legal guardian.