

Privacy Policy

1. PURPOSE/OBJECTIVE

The Privacy Act 1998 regulates the way that 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.

2. APPLICATION

This policy applies to students and staff of MQC.

3. POLICY STATEMENT

MQC is committed to the protection of information held about its staff and students. Such information will be managed in line with relevant legislation.

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.

Why MQC collects your personal information

Information is collected from students in order for MQC to meet its obligations under the following Australian legislation:

- Higher Education Support Act 2003
- ESOS Act and the National Code 2007 - to ensure compliance with the conditions of overseas student's visas and their obligations under the immigration laws generally.

Your personal information

Macquarie City Campus (MQC) keeps personal information on each student including:

- Name, address, ID photos, date of birth, country of residence, agents details, allergies and illnesses
- Application form and letter of offer
- Passport, visa and overseas health care 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

MQC keeps personal information on each staff member including:

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

MQC keeps personal information on each supplier including:

- Name, address, account numbers, contact details

MQC keeps personal information on each agent including:

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

How MQC collects personal information

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

How MQC uses your personal information

Students:

- Correspondence
- Assessing applications to study at MQC
- To assist students in emergency situations
- Conferring Awards for study
- Student cards
- Providing personal information to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager e.g. reporting on student attendance and academic progress, and FEE-HELP
- 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 (CVs) are referred to Macquarie University Heads of Division who authorise appointment of all teaching staff at MQC
- NOTE: all CVs submitted for roles within MQC will be strictly confidential. Any Manager who wishes to forward a CV to another Business Unit manager must get prior written permission from the applicant.

Suppliers:

- Correspondence

Agents:

- Correspondence
- Analysis of performance and Commission payments

Government

- MQC provides personal 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, designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance fund Manager, and to third party service providers (such as electronic storage providers and organisation which may assist in the processing and finalisation of a student's application).

In other instances information collected on the application form and during a student's enrolment can be disclosed without a student's consent where authorised or required by law.

Help MQC to ensure we hold accurate information

MQC 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 MQC. 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 Principal to view your records. During this meeting you will be shown your total student file and all notes MQC has on file about you. We will also answer any questions you may have. Except as required under the Standards for Registered Training Organisations 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.

4. DEFINITIONS

- N/A

5. RELATED DOCUMENTS

- The Privacy Act 1998
- Higher Education Support Act 2003
- ESOS Act 2000
- National Code 2007

AMENDMENT HISTORY

Department:	Governance	
Approval Authority:	SMT	
Approval Date:	08 December 2010	
Date for Next Review:	08 December 2013	
Revision Date	Version	Summary of changes
08/12/2010	1	New policy developed and implemented in line with MQ Policy