



THE  
**MANAGEMENT SCHOOL SYDNEY**  
*"Beyond the dream we fly together"*

## PRIVACY POLICY

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## 1 Introduction

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### 1.1 Privacy - Legal requirements

The Management School Sydney is committed to protecting the privacy of your personal information. The Management School Sydney is required to comply with a number of privacy laws, including the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (Privacy Act). The APPs regulate the manner in which The Management School Sydney handles personal information.

Access to the APPS can be found at <http://www.oaic.gov.au/privacy/privacy-act>.

### 1.2 Purpose

As a provider of VET & CRICOS VET courses, related services and an employer, The Management School Sydney is required to collect, use and disclose personal information. Personal information means information or an opinion, whether true or not and whether recorded in a material form or not, about an individual.

The purpose of this Policy is to provide information on the following:

- The kinds of personal information collected and held by The Management School Sydney;
- How personal information is collected and held;
- The purposes for which personal information is collected, held, used and disclosed;
- How an individual may access their personal information and request any correction in the information;
- How an individual may make a complaint relating to the handling of personal information or a potential breach of the APPs and the process that will be adopted in handling a complaint;
- Whether The Management School Sydney is likely to disclose personal information to overseas recipients and if so, the countries where the recipients are likely to be located.

## 2 Information relating to your privacy

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### 2.1 Personal Information

Personal information collected by The Management School Sydney will depend on an individual's dealing with The Management School Sydney.

If you are a student, personal information provided to The Management School Sydney will be information required by The Management School Sydney for The Management School Sydney to provide VET & CRICOS VET courses and any related services.

Your personal information will only be used for the administrative or educational purposes of The Management School Sydney or in accordance with your specific consent. Personal information will include information to enable The Management School Sydney to identify you and communicate with you legitimately and lawfully. The Management School Sydney will also collect information relating to your educational background, qualifications, academic results, banking and payment details, and tax file number.

If you are an employee of The Management School Sydney or a contractor, The Management School Sydney may collect personal information relating to your identity, employment history and qualifications, business and any other information that may be legitimately requested to facilitate your employment.

Sensitive Information is a type of personal information which includes personal information relating to health information, racial or ethnic origin, criminal records, and religious affiliation and political opinion. Sensitive Information will only be collected when it is required by law (including collection on behalf of the Australian Government) or it is necessary for The Management School Sydney's administrative or educational purposes and we have obtained your consent.

## **2.2 The collection and holding of personal information**

In most cases, The Management School Sydney collects personal information directly from individuals through verbal and written communication, enrolment and admission forms and other types of direct questionnaires and surveys. We also collect our own information in the form of student and employment records.

Information is also collected from third parties such as government departments, education providers, and other parties you have authorised to provide information.

When we collect personal information from individuals, The Management School Sydney will make every effort to draw this collection and its use to your attention at the time the information is collected.

The Management School Sydney stores and holds personal information in a secure and restricted manner. Personal information is stored both electronically and in hard form. Personal information may be archived or destroyed once no longer needed in accordance with the APPs. In both cases, access is restricted to only those individuals authorised by The Management School Sydney to access the information in order to carry out their responsibilities. Where personal information is stored by a third-party data storage provider The Management School Sydney will ensure that the third party provider is bound by a contractual obligation of confidentiality and non-disclosure.

When you visit, the The Management School Sydney website log files are generated which will include your IP address. The website does not provide facilities for the secure transmission of information across the Internet and you need to be aware of the inherent risks in transmitting personal information across the Internet. More information about The Management School Sydney website's limited use of Cookies is outlined in paragraph 2.7 below.

## **2.3 Purpose of collecting, using, storing and disclosing personal information**

The Management School Sydney will only use personal information provided by you to The Management School Sydney for the administrative or educational purposes of The Management School Sydney, or for another purpose for which you have specifically provided consent.

Examples of the administrative or educational purposes which The Management School Sydney will collect, use, store or disclose your personal information are to provide a means of:

- Establishing proof of identity

- Enabling communication, providing emergency details, including next of kin
- Facilitating student admission, enrolment, a continuation of course and graduation
- Obtaining payment of course fees, and other The Management School Sydney services.
- Obtaining information relating to The Management School Sydney's quality and compliance issues
- Meeting any statutory legal obligation of the Australian Government relating to the administration of VET & CRICOS VET education for domestic and overseas students.
- Any other purpose for which an individual has consented to.

The Management School Sydney may disclose your personal information to a third party where the disclosure is required to allow The Management School Sydney to operate and function in its capacity as a registered education provider and the purpose of the disclosure relates to the purposes set out above. For example, personal information may be disclosed to the Australian Government, contracted service providers, education providers and staff, information technology providers. Where The Management School Sydney discloses personal information for the purposes outlined above The Management School Sydney will make every effort to ensure you are advised of this disclosure at the time we collect the personal information. Where personal information is disclosed for one of the purposes above The Management School Sydney will ensure that any disclosure to a third party is subject to the third-party agreeing to use the personal information for the purpose disclosed and maintaining confidentiality.

The Management School Sydney will obtain specific consent to disclose personal information to marketing, communication and related third party agencies where individual consent to the disclosure of personal information for marketing and communication purposes, the individual will be provided with an ongoing opportunity to opt-out of receiving any communications at any time.

In some cases, The Management School Sydney may de-identify personal information for quality and statistical analysis. If we disclose this type of information, we will do so in accordance with the APPS.

The Management School Sydney will not disclose personal staff information without the consent of the individual unless disclosure is permitted by law.

## **2.4 Requesting access and seeking correction of personal information**

Individuals have a right to request access to their personal information and to request its correction. A

request for access to an individual's personal information can only be made by the individual to whom the personal information relates and should be made in writing to The Management School Sydney Administration if the request relates to a student's personal information or The Management School Sydney Legal Advisor (nominated by The Management School Sydney) if the request relates to a staff member or contractor. If the request is to seek a correction of personal information, the individual seeking the correction must provide evidence to support the correction.

## **2.5 Making a complaint about The Management School Sydney's handling of personal information**

If an individual wish to make a complaint about The Management School Sydney's handling of personal information, he or she should contact the The Management School Sydney Legal Advisor. The Legal Advisor will try to resolve the matter informally. However, if the complaint cannot be resolved the individual will be required to:

- Formally lodge the complaint in writing to the Legal Advisor with any supporting

documentation attached to the complaint.

- The Management School Sydney will deal with the complaint within 30 business days and advise the individual lodging the complaint of the outcome.

If the individual is unhappy with the outcome he or she may refer the complaint to the Office of the Australian Information Commissioner. Further information about the external dispute resolution can be found at [www.oaic.gov.au](http://www.oaic.gov.au).

## 2.6 Is The Management School Sydney likely to disclose personal information to overseas recipients?

The Management School Sydney will use its best efforts to ensure that your personal information is not disclosed to third party overseas recipients without your express consent. Personal information collected by The Management School Sydney from staff and students is stored locally and securely by The Management School Sydney.

## 2.7 Security and use of The Management School Sydney Website

The Management School Sydney holds personal information electronically and in hard copy form. Personal information held on electronic databases is protected by The Management School Sydney. All financial transactions processed by The Management School Sydney and the use of payment details meet industry standards.

When accessing The Management School Sydney's website, log files are created by the web server that show the IP address of the visitor, time, date and pages visited. The information generated in web logs may be used to generate statistics about access to the The Management School Sydney site. In limited areas (online areas where login is necessary) the website uses cookies an analytical service provided by Google. Cookies are text files placed on your computer, to help the website analyze how users use the site. This information will only be used for statistical purposes but will be transmitted to and stored by Google on servers in the United States. You may refuse to use cookies by selecting the appropriate settings on your browser however this may limit your ability to use the website. By using the website in those limited areas you consent to the processing of data about you by Google for the limited purpose above.

While The Management School Sydney has in place secure password protections for The Management School Sydney's website there is always a possibility that any personal information disclosed online may not be fully protected. Individuals disclosing personal information online should ensure they take steps to be vigilant when using their The Management School Sydney accounts and not disclose their passwords or login to third parties.

If you become aware of a security issue or have concerns about any information you may have disclosed on the website please contact The Management School Sydney's IT Department as soon as possible.

## 3.0 Legislation:

The Privacy Act 1988 (Cth) Health Records and Information Privacy Act 2002 (NSW) Privacy and Personal Information Protection Act 1998 (NSW)