



CRICOS Code: 02035F National Provider Number: 30100

### **Privacy Policy and Information Sharing**

**InTech Institute of Technology** acknowledges and respects the privacy of individuals. We are required under the Privacy Act 1988 (Cth) to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals.

The InTech Institute of Technology website may have links to other websites from time to time. Once you link to another site you are subject to the privacy policy of the new site.

InTech Institute of Technology Pty Ltd will meet the requirements of the Privacy Act 2001 in relation to the protection of student information.

Information is collected during your enrolment in order to meet our 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. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme Fund Manager and the ESOS Assurance Fund Manager pursuant to obligations under the ESOS Act 2000 and the National Code 2007.

In other instances information collected during your enrolment can be disclosed without your consent where authorized or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

## **General information about our information handling practices:**

### **Collection of Personal Information**

InTech Institute of Technology only collects personal information for the purposes of processing applications to enrol in our courses, and providing other services necessary to our business, or if there is a legal requirement to do so.

InTech Institute of Technology only collects personal information by lawful and fair means not in an unreasonably intrusive way. The information collected is to provide services necessary to our business.

We will only collect sensitive information if it is necessary for us to be able to provide our services to you, and only then with your express consent.

### **Use of Personal Information**

We only use personal information for the primary purpose for which it is collected which is to provide education services.

Internally, we have controls and procedures in place to ensure that the personal information we collect remains confidential to those staff who may need to access the information for business purposes. All of our staff are trained in privacy and are bound by duties of confidentiality.

### **Disclosure of Personal Information**

We do not sell or trade in personal information, or allow third parties to use that personal information for their own purposes. An exception to this is where we may be required by law to disclose certain information.

### **Security of Personal Information**

We will take reasonable steps to ensure that all information we collect, use or disclose is accurate, complete, up-to-date and stored in a secure environment accessed only by authorised persons. It is our policy to destroy personal information once there is no longer a legal or business need for us to retain it.

### **Access, Correction and Concerns**

We will provide access to personal information upon request by an individual, unless a request is unreasonable and the National Privacy Principles would permit us to decline that access (for instance, where granting access would infringe another person's privacy, or where the request for access is frivolous or vexatious).

### **Effect of Statement**

This statement may be modified or expanded from time to time. The amended policy will be posted to this site and will operate from the time it is posted.