



**EXCELSIA
COLLEGE**
Sydney - Australia

Document Name

PRIVACY POLICY

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Purpose and Scope

Excelsia College is committed to safeguarding personal information in accordance with the Privacy Act 1988 (Act). This policy describes the ways in which Excelsia College deals with personal information.

Definitions

Personal Information is defined in the Act as being information or an opinion about an identified individual or an individual who is reasonably identifiable, whether the information opinion is:

- (a) true or not;
- (b) recorded in a material form or not.

Personal Information includes, for example, names, addresses, telephone numbers, email addresses, dates of birth and passport numbers.

The Australian Privacy Principles

Excelsia College complies with the Australian Privacy Principles set out in the Privacy Act 1988 in respect of students' personal information. These principles are designed to protect your privacy. Therefore, Excelsia College staff will:

1. only collect personal information about you that is needed for us to offer you higher education services;
2. normally inform you if we are collecting information about you, why we need to do this, and who we would usually give that sort of information to;
3. do our best to ensure the information we collect from you is relevant, up to date and complete;
4. protect your information against any form of misuse, and prevent unauthorised use or disclosure;
5. maintain a statement of the types of personal information we hold and why we hold it, how long it is kept for, who can access it, and how people should go about getting access to it;
6. give you access to your personal information as held by Excelsia College, subject to restrictions in other government legislation;
7. update and amend our records of your personal information when you request such amendment;
8. take reasonable care to check that your information is accurate, up to date and complete, before using it;
9. only use your personal information for the purpose(s) for which it was collected;
10. not use your personal information for any purpose other than that for which it was collected, unless you consent, or the use is necessary to protect you against serious threat, or the use is required by law; and
11. in the case of 10 above, use or best endeavours to ensure that the recipient only use or disclose your information for the purpose for which it was given.

Collection and Use of Personal Information

Excelsia College collects information necessary to enable Excelsia College to:

- provide services to students and to people enquiring about study at Excelsia College
- process applications for admission
- communicate with students
- maintain appropriate academic and financial records

- perform other internal administrative functions
- maintain contact with alumni
- provide statistical and other information required by the government.

Personal information provided by you to Excelsia College will be used by us for the primary purpose for which you provided it and for other secondary purposes directly related to that primary purpose.

Disclosure of Personal Information

Excelsia College does not disclose personal information to third parties without the owner's consent, unless required or permitted by law.

Excelsia College may engage contractors located overseas for the limited purposes of storing students' personal information and ensuring that remains accessible upon demand on the terms of this Privacy Policy and only as part of the primary purpose for which it was provided (or for any secondary purposes directly related to that primary purpose). In that event, we will enter into a contract with the contractor requiring it to use the personal information only for the limited purpose of providing those services and otherwise abide by the terms of this Privacy Policy.

We may be required by law to disclose some personal information to Australian government organisations and to the Manager of the Tuition Protection Service.

Personal information may be disclosed for the prevention, detection or investigation of criminal or proscribed conduct, or in certain circumstances in the interest of public health or public safety.

We are required by law to inform the Australian Department of Immigration and Border Protection if an overseas student visa holder:

- changes the course of study for which s/he is enrolled
- changes the duration of his/her course of study
- breaches a student visa condition relating to attendance or satisfactory academic performance.

It may sometimes be necessary for Excelsia College to provide personal information to others with whom it conducts business, e.g. insurers, companies developing and providing educational software systems.

Use of Cookies

A "cookie" is a small text file which placed on your hard drive by some websites to store information about your visit to a website. A cookie only identifies your computer to a web server when you visit the site; they do not identify users.

We may use cookies to enhance the functionality of our website, to keep track of your visits to our website, and to enable us to provide personalised features on our website as part of our online services.

Web Beacons

A web beacon is an image that originates from a third party site to track visitor activities. We may use web beacons to track the visiting patterns of individuals accessing our website.

Changes to Privacy Policy

Excelsia College reserves the right to modify and change this Privacy Policy at any time. Any changes to this policy will be published on our website.

Access to Your Personal Information

You have a right to access your personal information held by Excelsia College. You can also request amendment to that information if you believe that it is incorrect. To gain access to your personal information held by Excelsia College, complete the [Student Request for Access to Own Personal Information](#) form and send it to:

The Registrar, Excelsia College, 69-71 Waterloo Road, Macquarie Park NSW 2113.

References and Related Documents

[Avondale Privacy Policy \(Higher Education\)](#)

[University of New South Wales Privacy Policy](#)