

# Just Careers Training – Privacy Policy

## OVERVIEW

Just Careers Training (Just Careers Training, we, our or us) are committed to the protection of personal information as defined under the Privacy Act 1988 (Cth), and complying with the Australian Privacy Principles (APPs).

We will comply with our legal obligations and take all reasonable steps to protect the privacy of the personal information we collect, manage and hold in order for us to provide our products and services.

By using our products or services, or providing personal information to us, you agree to the collection, use and disclosure of your personal information in accordance with the terms of this Privacy Policy.

## THE PURPOSES FOR WHICH WE COLLECT, HOLD, USE AND DISCLOSE PERSONAL INFORMATION

We collect personal information from you for purposes including:

- to enable us to provide products and services to you;
- to carry out our functions as a registered training organisation;
- to send you, or provide information to third parties to enable them to send you, information, offers and promotions about education related products and services that you have consented to receive;
- to administer our database of personal information in order to develop new products and services;
- to improve the quality and quantity of information on our websites; and
- for statistical and marketing analysis and analytics.
- For the purpose of applying for a VET Student Loan

## KINDS OF INFORMATION WE COLLECT AND HOLD

Personal information we collect and hold may include, but is not limited to:

- name, gender and date of birth;
- personal and emergency contact details (including address, email address, phone numbers);
- tax file number;
- Unique Student Identifier (USI) number;
- education and training history;
- language;
- reasons for study;
- passport number;
- employment status; and
- work history.

- CHESSN (as part of a VET Student Loan application)

Sensitive personal information that you may consent to provide, or which we are authorised to collect by law could include:

- racial or ethnic origin;
- language and literacy needs;
- membership of a professional or trade association;
- criminal record;
- health information; and
- visa and immigration information and status.

Where we are required to collect sensitive information, we will only do so with your consent and we will only use it for the purposes for which you provided it.

### **HOW THE INFORMATION IS COLLECTED**

Personal information is generally collected through our student enrolment or employee recruitment processes.

Where possible your personal information will be collected directly from you via:

- online applications and online enrolment forms;
- application/ enrolment forms completed at our training centres or offices.

Your personal information may also be provided to us by third parties such as service providers, advertisers and publishers. Where we collect information from third parties, we will comply with the relevant laws, including the APPs.

### **HOW THE INFORMATION IS HELD**

Your information can be stored electronically or in hard copy in storage facilities that are managed by either our third party service providers or ourselves (secure document storage).

We will take all reasonable steps including both manual and technical controls and processes to ensure personal information we hold is protected against interference, loss, unauthorised access, use, modification, copying, download or disclosure. All our staff are bound to act in accordance with this Privacy Policy and applicable laws.

Where information held by us is no longer required to be held, we will de-identify or destroy such personal information.

### **HOW WE USE AND DISCLOSE PERSONAL INFORMATION**

We may disclose personal information to third parties where required or authorised by relevant laws and policies to Australian federal and state government agencies and authorities including funding schemes and training programs that we participate.

Your information to determine your eligibility and academic suitability for your course and any related VET Student Loan application

Your personal information will not be otherwise disclosed without your consent unless required or authorised by law or the APPs.

### **HOW YOU CAN ACCESS AND CORRECT PERSONAL INFORMATION**

We will make personal information that we hold about you available to you for inspection upon your request. Depending on the circumstances, we may charge you a reasonable fee for access to the personal information that we hold about you. You may contact our Enrolment Officer (who is also our Privacy Officer) for information on how to access your personal information.

If you consider personal information we hold about you to be incorrect, incomplete, out of date or misleading, you can request that the information be amended by contacting the Privacy Officer. Where a record is found to be inaccurate, a correction will be made. Where you request that a record be amended but the record is accurate, the details of the request for amendment will be noted on the record. There is no fee associated with the correction of personal information held by us.

### **HOW YOU CAN MAKE A COMPLAINT**

If you have any concerns about our treatment of your personal information, please contact:

Enrolment Officer (Privacy Officer)

Just Careers Training Australia

PO Box 55, Manahan NSW 2200

1300 558 241

[privacy@justtraining.com.au](mailto:privacy@justtraining.com.au)