

STUDENTS

Information Privacy Collection Statement

Victoria University's Privacy Policy commits the university to the responsible collection and handling of personal information. This document lets you know how we use your personal information that we collect from enrolment related forms.

Examples of current forms can be found at: <http://www.vu.edu.au/current-students>

Why we collect personal information

The information that we collect about you is for the primary purpose of enabling you to enrol in your chosen course of study and for Victoria University to deliver that course and related services to you. It is necessary for Victoria University to collect this information from you to:

- be able to communicate with you;
- carry out day to day administrative matters;
- inform you about events and activities relevant to your course and other products, services and opportunities that are available to students of the University;
- place your name on the student electoral roll;
- maintain your academic record;
- assist us in providing programs for the health and welfare of students;
- facilitate internal planning;
- foster alumni relations; and
- fulfil our State and Commonwealth Government reporting and statistical obligations.

If you choose not to provide us with all the information that we ask for in these forms, we will not be able to enrol you at the University.

Personal information about you we may hold

Typically, the University may collect and hold information related to your contact details, academic performance, admissions, attendance, enrolment, progression, assessment, misconduct and financial information associated with your enrolment.

Disclosure of personal information

From time to time Victoria University may need to disclose personal information about you. Disclosure of personal information may include:

- information related to results, attendance and progress may be released to your employer/sponsor or Secondary School where a student is an Apprentice/Trainee and Sponsored or VETIS/VCAL student;
- disclosure to government departments and authorities including the Australian Taxation Office, the Department of Immigration and Citizenship, Department of Education, Employment and Workplace Relations and Skills Victoria;
- informing Centrelink of your enrolment details if you are in receipt of payments;
- disclosure to external organisations such as professional bodies, hospitals or government agencies if the disclosure is necessary in order for you to undertake learning in the workplace;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies;
- disclosure to Victoria University's cooperative offshore partners and contracted service providers, if necessary, for the enrolment in, administration, promotion and management of related courses;

- contracted service providers which the University uses to perform services on its behalf (such as banks, mailing houses, logistics and IT service providers such as RightNow Technologies Pty Ltd that host the ASKVU website); and
- any other circumstance in accordance with the University's Privacy Policy which can be found at <http://wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF>

How you can access your personal information

As a student, you can seek access to personal information that the University holds about you by contacting the Department of Student Connections.

Contact details:

Web ASKVU <http://askvu.vu.edu.au/>
Phone +61 3 9919 6100

You can also access personal information that the University holds about you through a formal Freedom of Information request. A written FOI request should be made to:

Postal address:

FOI Co-ordinator
Victoria University
Footscray Park Campus
Ballarat Road, Footscray
PO Box 14428 MELBOURNE
Victoria 8001

Further information on freedom of information requests can be found at <http://gpps.vu.edu.au/freedom/cid/8/parent/1/t/freedom>.

Accuracy of Information

The University will take reasonable steps to ensure that the personal information it collects, uses and discloses is accurate, complete and up to date. To assist the University in this task and to ensure the quality and accuracy of the information that the University holds, you must update your information when your personal and enrolment details change.

Victoria University's Privacy Officer

The University is committed to protecting and maintaining the privacy, accuracy and security of your personal information. To this end we have a Privacy Officer to oversee the operation of the Privacy Policy at Victoria University and to make decisions regarding privacy related complaints and queries. The Privacy Officer can be contacted at:

Postal address:

The Privacy Officer
Victoria University
Footscray Park Campus
Ballarat Road, Footscray
PO Box 14428 MELBOURNE
Victoria 8001