

Privacy Collection Notice: Admissions

Section 1 - Purpose of collection

(1) The University collects personal information about you during the admissions process, including any supplementary information that we request from you and any information provided by you upon re-admission to the University. We collect this information directly from you when you send us your application or correspond with us and indirectly when you apply through a Tertiary Admissions Centre to study with us.

Section 2 - Intended Use of Information

(2) Your personal information is recorded on the University's student database. University staff members responsible for the administration of the admission and enrolment processes access and use your information for the following purposes:

- considering your application for admission to University courses;
- assessing your entitlement to Commonwealth assistance under the [Higher Education Support Act 2003 \(Cth\)](#) and verification of your Unique Student Identifier (USI);
- corresponding with you about whether you have been offered a place;
- recording your acceptance of an offer;
- corresponding with you in relation to the admission process;
- informing you about your courses and other aspects of admission and enrolment;
- informing you of the availability of scholarships;
- enabling you to apply for special entry consideration; and
- complying with legislative reporting requirements.

(3) You are not required by law to supply us with your personal details for the above purposes, however, if you choose not to provide the information requested, it may not be possible for the University to consider you for admission or to enrol you.

Section 3 - Disclosure of Information to Third Parties

(4) Your personal information may be disclosed to the following types of organisations:

- external organisations such as former employers, secondary schools, other tertiary education institutions, and tertiary admission centres, where disclosure is necessary to verify your previous qualifications or experience or professional qualifications, in order to ensure the integrity of the selection process;
- to the University's controlled entities for the purposes of providing University services to you;
- State and Commonwealth Government departments and agencies such as the [Australian Taxation Office](#), the Department of Education, Employment and Workplace Relations, Centrelink, the Department of Immigration

and Citizenship, the Australian Privacy Commissioner, and the [Commonwealth Ombudsman](#) or their equivalent or replacement entity;

- service providers and consultants such as banks, mailing houses, logistics and IT and software service providers whom the University engages to enable your access to the University's services and facilities on offer;
- student accommodation service providers for the purposes of sourcing suitable accommodation for you (if required);
- to government departments and agencies and their appointed third party providers for the purposes of administering University related surveys and for other lawful purposes;
- in the event of a crisis requiring urgent attention, police, medical or hospital personnel, your nominated emergency contact person and other personnel as is necessary to respond to the emergency; and
- IT service providers who may (or use third party hosting providers that may) store data outside Australia or in the 'cloud'. This includes a scholarship application system hosted by a third party service provider with a data centre located in Canada. When the University discloses your information to overseas recipients, it takes measures to ensure those recipients treat your information in accordance with applicable privacy legislation.

(5) The University will not otherwise disclose your information without your consent unless required or authorised by law.

Section 4 - Security of Your Information

(6) Your information may be collected and held in a variety of ways including electronic, online, written form or by verbal means. The University protects your information from unauthorised access loss and other misuse by allowing only restricted access to authorised personnel to your information. Security measures in place to protect the confidentiality, accuracy, completeness and access to your information are set out in the [Privacy Policy](#).

Section 5 - Consequences of Refusing

(7) You are not required by law to provide us with your personal details for the above purposes, however, if you choose not to provide the information requested, it may not be possible for the University to allow you to access services to which you are entitled or expect to receive, including admission at the University.

Section 6 - Access, Amendments and Contact Details

(8) You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information please visit our [Privacy Policy](#) or contact the Privacy Coordinator at privacy@acu.edu.au. This privacy collection notice applies to all methods by which the University collects your personal information including by electronic or verbal means or in written form.

Status and Details

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Responsible Executive	Diane Barker Director, Legal, Assurance and Governance
Responsible Manager	Matthew Charet National Manager, Governance
Enquiries Contact	Legal, Assurance and Governance Directorate