

## CONSENT NOTICE

In the course of providing education and training services to you, Sarina Russo Institute (“SRI”) collects *personal information* and *sensitive information* provided by You or otherwise obtained in relation to You. (“Your Information”).

In collecting, using, disclosing and storing Your Information, SRI is committed to complying with the *Privacy Act 1988* and the Australian Privacy Principles (“the Act”). Your Information will only be disclosed in accordance with this Act.

### **Storage and Data Management**

In compliance with SRI Policies and Procedures, a Student file will be opened at enrolment so your studies and results will be recorded on a regular basis until the completion of your course. The file will be archived in accordance with the National VET regulator Standards. Your Information may be housed in an off-shore data management system.

### **Consent to Sharing**

Sarina Russo Institute may disclose Your Information to third parties, including but not limited to:

- a) Australian, state and territory government authorities, in particular:
  - o The Australian Government Department of Education and Training; the Department of Education and Training (Qld) and relevant equivalent in other states and territories
  - o For international students, The Department of Immigration and Border Protection, regarding:
    - your contact details; certain changes to your enrolment;
    - any breach of your student visa conditions relating to satisfactory academic performance;
  - o the Tuition Protection Service, pursuant to obligations under the *Education Services for Overseas Students (ESOS) Act 2000* (Cth) and other applicable legislative obligations;
- b) employers and other training providers whereby the disclosure is relevant to the process of providing educational services to you;
- c) your employment service provider/s (current and previous, where relevant), this includes attendance and enrolment details;
- d) our contractors and suppliers – e.g. our I.T. contractors and database designers
- e) any person, entity or authority with a lawful entitlement to obtain the information.

### **Publicity Consent**

We may contact you to ask your permission to participate in photos, videos, testimonials or other promotional material SRI may use. Please advise us if you do not wish for this to occur.

### **Further Information**

Further details regarding Your Information and your ability to correct or raise concerns regarding the handling of Your Information are located in our Privacy Policy. Students must notify SRI in writing in relation to changes in personal details.

I hereby confirm and accept the above and further confirm that I have read the terms of SRI’s Privacy Policy.

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*Signature of Student*

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*Signature of SRI Representative*

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*Printed Name of Student*

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*Printed name of SRI Representative*

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*Date*