



Macdonald Education Pty Limited (hereafter 'Macdonald Education') is committed to protecting the privacy of all of our students. When we handle personal information we act in accordance with the provisions of the Privacy Act 1988 (Cth).

This Privacy Policy applies to the collection, use and disclosure of personal information by staff at Macdonald Education including the businesses known as 'NSW Real Estate Training College', 'Victorian Real Estate Training College' and 'Alpha Computer Consultants'.

What information do we collect?

When you enrol in a course Macdonald Education will ask you to provide personal information by way of an Enrolment Form. We will ask you to provide your legal name, address, contact details, date of birth and educational history.

We may also ask you to disclose your racial or ethnic origin, and information about your health or any disabilities you might have that would affect your ability to study.

We would generally collect this information directly from you. In some circumstances we might receive these details from a third party such as an employer who is funding your study, a community college who has directed you to us, or an employment agency who is assisting with enrolment.

Visitors to our website

Macdonald Education will not generally collect personal information if you are simply a visitor to our website. If an email address is provided we might use this to market course information. You can opt out of receiving this information if you wish.

Why does Macdonald Education collect and hold your personal information?

We collect and hold your personal information to provide you with the services you have requested from us. For example, we need your legal name and postage details to provide you with a record of your studies. Your information might be held after course completion to satisfy a record-keeping obligation or to enable us to confirm your participation in or completion of the course.

How does Macdonald Education use your personal information?

Macdonald Education will generally only use or disclose your personal information to provide the products you have requested, to enrol you in a course, assess your work, issue your results and provide certificates of completion.

In addition we may disclose information to government agencies to comply with our legal obligations. For example we might be called upon to provide details to Australian Skills Quality Authority (ASQA), an agency with responsibility for administering and regulating education and training providers in Australia.

Data Provision requirements

Under the Data Provision Requirements 2012, Macdonald Education is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on your enrolment form), may be used or disclosed by Macdonald Education for statistical, administrative, regulatory and research purposes.



Macdonald Education may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Direct marketing

Macdonald Education will, from time to time, use your personal information for the purpose of direct marketing, to keep you informed of products we offer or to advise of news and updates which might be of interest to you (generally by way of an email or a monthly newsletter). If you would prefer not to receive this material please contact. Macdonald Education will not provide your personal information to third parties for the purposes of direct marketing.

Can you access or correct your personal information?

To request access to your personal information please contact Macdonald Education using the contact details above. Macdonald Education aims to keep your personal information current and complete. If you need to change your email address or address details, please contact us and we will amend your file accordingly. You may request that we remove or destroy your personal information. We will do this where possible, but not if it conflicts with our obligations to government agencies or regulatory requirements to hold this information for a certain length of time.

Contact details

Macdonald Education Privacy Officer

Suite 6, Level 1, 7 Sefton Road, Thornleigh NSW 2120

Tel: (02) 9987 2322 | **Email:** privacy@macdonaldeducation.com.au

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