

1. Introduction

This document outlines CCEB's policy for the protection of personal information and compliance with Australian privacy law.

2. Policy

- 2.1 CCEB collects and holds personal information that is reasonably necessary to carry out the services provided.
- 2.2 CCEB may collect personal information directly from you or from your agent.
- 2.3 Personal information collected is held securely and for as long as the information remains relevant to the purpose for which it was collected.
- 2.4 CCEB is required to retain records of all written agreements, as well as receipts of payment made under the written agreement, for at least two years after an overseas student ceases to be an accepted student. This is consistent with the record keeping requirements under section 21 of the ESOS Act and 3.04 of the Education Services for Overseas Students Regulations 2001.
- 2.5 CCEB will not use or disclose personal information for any secondary purpose, unless it is related to the main purpose for which the information was collected, unless consent is given. CCEB is required to release some personal information for government auditing purposes.
- 2.6 For VET Student Loans Students, CCEB is required to release some personal information to the Commonwealth and the VSL Tuition Protection Director.
- 2.7 CCEB will take all reasonable steps to ensure personal information collected, used, or disclosed is accurate and up to date. If you believe personal information that CCEB holds is not accurate or up to date, you may ask for it to be corrected.
- 2.8 You may request CCEB provide you details of the personal information it holds about you. CCEB will respond to any written request for details within thirty (30) days of receipt of the request. CCEB may charge a reasonable fee to cover the administrative costs of providing the information.
- 2.9 If you believe there to be a breach of the Privacy Act, contact the Director.

3. Definitions

- a) Personal information – Information or an opinion that could identify an individual. These include, but are not limited to:
 - an individual's name, date of birth, contact details, signature;
 - employee or student record information;
 - photographs;
 - sensitive information such as ethnic origin and health information;
 - financial information
- b) Privacy Act – The Privacy Act 1988
- c) Student – All students enrolled at CCEB
- d) Overseas Student – Any student who holds a student visa as defined by the ESOS Act (Education Services for Overseas Students Act 2000)
- e) VET Student Loans Students – Any student enrolled at CCEB who is using the VET Student Loans program to pay for tuition fees

4. Relevant Legislation

Commonwealth	Privacy Act 1988 and the Australian Privacy Principals Education Services for Overseas Students Act 2000 Education Services for Overseas Students Regulations 2001 VET Student Loans Rules 2016 VET Student Loans Act 2016
Queensland	-

5. Related Documents

Letters/ forms	-
Policies/ procedures	-
Other documents	-

Document History

Version	Version release date	Author	Description of change	Date for next review
Privacy Policy v1	March 2021	H. Pearce (Admin Coordinator)	Original document	Mar 2024
Privacy Policy v2	Sep 2021	H. Pearce (Admin Coordinator)	Update to include VET Student Loans	Nov 2024