



Global Business College of Australia Pty Ltd

trading as

Global Business College of Australia (GBCA)

NOTICE 25.1 PERSONAL INFORMATION AND DATA COLLECTION

337-339 La Trobe Street, Melbourne VIC 3000

338 Queen Street, Melbourne VIC 3000

DOCUMENT CONTROL

Department	Management	Author(s)	Gbca	
Quality Controlled Policy No. & Title	Notice 25.1 Personal Information And Data Collection	Approved	RTO Compliance	
Version	1.1	Authorised	Managing Director	
Standards		Distribution	Internal	All staff
			External	-

REVISION RECORD

Date	Version	Revision description
15 Aug 2016	1.0	Original version
15 Sep 2017	1.1	Update titles, address on cover

1. **Why the Global Business College of Australia (GBCA) collects personal information**

Personal information collected by GBCA is for the primary purpose of providing the requested course of study. This includes information used

- For administrative purposes and to correspond with you
- To meet legal obligations and respond to emergency situations;
- To inform you about your course or other GBCA courses, events and services;
- To facilitate or verify the allocation of a Unique Student Identifier.

Information may also be collected for the following related secondary purposes

- For the purposes of quality assurance and course evaluation
- For the purposes of undertaking GBCA commissioned research and student elections
- To invite you to participate in the GBCA Alumni upon completion of your course

2. **To whom do we disclose the information we collect?**

Information may be disclosed to the following types of organisations, upon written application where there is a specific reason and where the disclosure is required or authorised by law:

- Government departments eg. Department of Immigration and Border Protection (DIBP), VET Regulators (ASQA), National Centre for Vocational Education Research (NCVER), State Department of Education and Training.
- External organisations contracted for the purposes of undertaking GBCA commissioned research for the benefit of GBCA and the student body;
Contracted service providers which the GBCA uses to perform services on its behalf; To an employer or organisation sponsoring a student's study;
- To the parent or authorised representative of a student who is a minor (under 18);
- Other tertiary educational institutions for results, course completion or certificate verification to facilitate your subsequent application to that institution.

3. **What happens if you choose not to provide information for primary and related secondary purposes?**

- Your enrolment and study cannot proceed if you choose not to provide enrolment information.
- If you have reason to restrict the release of personal information collected by GBCA in any of the ways explained above, you may contact the Student Administration & Services Manager by emailing: admission@gbca.edu.au.

4. **Accessing your personal information**

You have a right to access personal information that GBCA holds about you, subject to any exceptions in relevant legislation. If you wish to access your personal information or enquire as to how it is handled, please contact the Student Administration & Services Manager by emailing admission@gbca.edu.au.

5. **Privacy Policy**

GBCA has a Privacy Policy which outlines the ways in which we intend to meet our privacy commitments. GBCA also has a Complaints and Appeals Policy and Procedure, which provide the procedures for making complaints in details.

6. **Statement on GBCA Photography**

GBCA may on occasion take and publish photographs of students involved in GBCA activities on and off campus for educational and promotional purposes, and may publish photographs in hard copy or via

electronic media or on the GBCA's website. Such photos may be viewed by the general public. GBCA will only use for information when you give GBCA a written consent to do so. If you object to your photograph being taken or wish to restrict its use, please notify the photographer at the event.

7. **For Students for Whom a Unique Student Identifier is required:**

GBCA is also collecting information for the purpose of being able to apply for a Unique Student Identifier on your behalf, or verify a Unique Student Identifier that you have supplied, under the Student Identifiers Act 2014. GBCA will disclose this information to the Student Identifiers Registrar.

Detail of how the Student Identifiers Register will collect, store and use your information is detailed in the [Student Identifiers Registrar Privacy Policy](#).

8. **More information.**

For more information, please refer to GBCA's Policy 25 Privacy Policy at www.gbca.edu.au