



UNIQUE STUDENT IDENTIFIER PRIVACY NOTICE

PRIVACY NOTICE OVERVIEW

If you do not already have a Unique Student Identifier (USI) and you want Sunshine College of Management to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf,

SCM will provide to the Registrar the following items of personal information about you:

- ✓ your name, including given name(s), middle name(s) and surname(s) as they appear in an identification document;
- ✓ your date of birth, as it appears, in the chosen document of identity;
- ✓ your city or town of birth;
- ✓ your country of birth;
- ✓ your gender; and
- ✓ your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney General's Department which is built into the USI online application process.

You will be required to provide evidence of relevant documentation such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Visa with non-Australian Passport.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar, we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.



If you have asked SCM to make an application for a student identifier on your behalf, SCM will have to declare that SCM has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that SCM has given you the following privacy notice:

PRIVACY NOTICE

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- ✓ is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;

- ✓ may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for: the purposes of administering and auditing Vocational Education and
 - Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

- ✓ Will not otherwise be disclosed without your consent unless authorised or required by law.



Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar by email usi@industry.gov.au. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- ✓ misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- ✓ a failure by SCM to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

SCM's Responsibilities

SCM takes the management and security of personal information seriously.

All stages of the USI data transaction process adhere to strict data management protocols.

These protocols are developed in accordance with relevant legislation, schedules and other guidance material including but not limited:

- ✓ Privacy Act 1988;
- ✓ Australian Privacy Principles (APP) – Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012
- ✓ Right to Information Act 2009; and
- ✓ Freedom of Information Act 1982
- ✓ Student Identifiers Act 2014

For information about how SCM collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy,

Please refer to SCM's Privacy Policy which can be found on the website: <http://www.scm.vic.edu.au/information/USI>



Student's Responsibilities

NOTE: By signing this document you are agreeing to this Privacy Statement.

Acceptance by Student	
Student Signature:	Date:
Student Name:	