

Use of Personal Information and Release of private Information

All personal student information provided to the Australasia International School (AIS) is not available to any other person other than the student that appears on the enrolment form.

This statement is printed on the enrolment form. In collecting personal information, AIS will comply with the requirements of the Australian Privacy Principles set out in the Privacy Act 1988.

Collection and Use of Personal Information;

AIS will only collect personal information from individuals during enrolment in order to meet our obligations under the ESOS act and the National Code 2007; to ensure the student compliance with the conditions of their visas and their obligations under Australian Immigration laws generally. The Authority to collect this information is contained in the Education Services for Overseas students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas students 2007. Information collected about you during your enrolment can be provided in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

The Australasia International School will not disclose an individual's personal information to another person or organisation unless:

- The student has given written consent to the disclosure
- The Australasia International School believes on reasonable grounds that the disclosure is necessary to prevent a serious or imminent threat to the life or health of the student concerned
- The disclosure is required or authorised by or under law Security of Personal Information
- The Australasia International School is committed to ensuring the confidentiality, security and integrity of the personal information it collects, uses and discloses
- The Australasia International School will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is accurate, up to date and complete
- AIS will securely store all records containing personal information and take all reasonable security measures to protect personal information held from misuse, interference, loss, unauthorised access, modification or disclosure

Where AIS has no further use for personal information for any purpose disclosed or is no longer required to maintain that personal information, all reasonable steps will be taken to destroy the information.

Access to personal information;

All students of AIS have a right to request access to their personal information held. To request access to personal records, students may contact the:

Administrative Officer

info@aischool.com.au

Level 14 / 233 Castlereagh Street, Sydney, NSW 2000