



## Admissions and Enrolment Privacy Collection Notice

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The Australian College of Nursing (ACN) is regulated by the Privacy Act 1988 (Cth), which protects the privacy of your personal information. The purpose of this Privacy Collection Notice is to let you know what information is collected about you and how the information is used by ACN. ACN takes all reasonable steps to protect personal information held in its possession against loss, unauthorised access, use, modification, disclosure or misuse.

### Purpose of Collection

- The information collected on this form, by the Australian College of Nursing (ACN), as part of the admissions process and enrolment, is collected for the primary purpose of assessing your eligibility for admission to a course of study and managing any subsequent enrolment. Other purposes for the collection of your personal information may include:
- corresponding with you in relation to your enrolment, course, fees, academic progression and graduation applications;
- assessing your eligibility for Commonwealth assistance under the Higher Education Support Act 2013 (Cth);
- maintaining proper academic records;
- issuing you an ACN student card;
- verifying your attendance at the various learning and teaching environments (including tutorials, clinical placements and exams);
- facilitating and providing support for clinical placement (if applicable) during your time as a student;
- where you are an international student, for meeting our obligations under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training of Overseas Students 2018 (National Code);
- direct marketing communications to help us to inform you about relevant courses and events we offer; and
- reporting to government agencies as required by law.

### Consequences of refusing

You are not required by law to provide us with your personal information for the above purposes, however, if you choose not to give ACN certain information then ACN may be unable to enroll you into a course of study or provide you with the service or information you have requested.

### Disclosure of information to third parties

The personal information that you provide us, may be disclosed to the following types of organisations:

- employers and or tertiary education providers, where disclosure is necessary to verify your previous qualification or experience;
- government agencies responsible for administering and regulating education and training providers in Australia including, the Department of Education Skills and Employment (DESE), the National Centre for Vocational Education Research Ltd (NCVER), the Tuition Protection Service (TPS), the Australian Taxation Office, Centrelink and the department of Home Affairs (in administering the ESOS legislation relating to your visa or travel status);
- external organisations, such as professional bodies and institutions that run courses in conjunction with ACN;
- hospitals or aged care facilities in connection with your clinical placement allocation
- contracted service providers including ACN tutors, markers and clinical placement facilitators; and

- other service providers engaged by ACN to perform services on behalf of ACN including third party hosting providers that may store data outside Australia on a 'cloud' based platform. When ACN discloses your information to overseas recipients, it takes measures to ensure those recipients treat your information in accordance with applicable privacy legislation.

ACN will not otherwise disclose your information without your consent unless required or authorised to do so by law.

**Access, amendments and contact details**

You have a right to access and amend personal information that ACN holds about you. If you wish to seek access to your personal information or inquire about the handling of your personal information please visit our Student Privacy and Personal Information Policy (<https://www.acn.edu.au/about-us/policies-and-assurance> ) or contact our Privacy Officer at [privacy@acn.edu.au](mailto:privacy@acn.edu.au)