

Information Privacy Collection Statement

Victoria University's Privacy Policy commits the university to the responsible collection and handling of personal information. This document lets you know how we use your personal information that we collect from enrolment and skills assessment-related forms.

Examples of current forms can be found at: <http://www.vu.edu.au/current-students> and <http://www.vu.edu.au/higher-ed-and-tafe/tafe-and-vocational-education/skills-assessments-for-visa-applicants/visa-457-assessment> and <http://www.vu.edu.au/higher-ed-and-tafe/tafe-and-vocational-education/tafe-programs/general-skilled-migration-visa-assessment>

Why we collect personal information

The information that we collect about you is for the primary purpose of enabling you to apply for skills assessment for Temporary Sponsored Working Visa (Subclass 457) or General Skilled Migration Visa (GSM) or Points Advice, and for Victoria University to deliver related services to you. It is necessary for Victoria University to collect this information from you to:

- be able to communicate with you;
- carry out day to day administrative matters;
- facilitate internal planning;
- assist in providing programs for the health and welfare of students;
- process your application, verify evidence provided with your application, and assess whether you have suitable skills in a nominated occupation;
- inform you about events and activities relevant to your skills assessment and other products, services and opportunities that are available to students of the University;
- place your name on the student electoral roll;
- maintain your academic record;
- fulfil our State and Commonwealth Government reporting and statistical obligations;
- conduct investigations and ensure compliance with relevant laws, awards or standards.

If you do not provide us with all the information that we ask for in these forms, you may be hampered in applying for the Subclass 457, GSM or Points Advice.

Personal information about you we may hold

Typically, the University may collect and hold information related to your contact details, skills assessment, academic performance, admissions, attendance, enrolment, progression, misconduct and financial information associated with your enrolment.

Disclosure of personal information

From time to time Victoria University may need to disclose personal information about you. This information may include (where applicable):

- personal and skills assessment-related information to:
 - government departments and authorities including the Department of Immigration and Citizenship (DIAC), Department of Education, Employment and Workplace Relations (DEEWR), Trade Recognition Australia (TRA);
 - nominated migration agents or nominated third parties;
 - Victoria University's cooperative offshore partners and contracted service providers, in order to conduct skills assessments;
 - contracted service providers which the University uses to perform services on its behalf (such as banks, mailing houses, logistics and IT service providers such as RightNow Technologies Pty Ltd that host the ASKVU website);
- information related to results, attendance and progress may be released to your employer/sponsor or Secondary School where a student is an Apprentice/Trainee and Sponsored or VETIS/VCAL student;
- informing Centrelink of your enrolment details if you are in receipt of payments;
- disclosure to external organisations such as professional bodies, hospitals or government agencies if the disclosure is necessary in order for you to undertake learning in the workplace;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies;
- academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies.

Disclosure of personal information may also include any other circumstance in accordance with the University's Privacy Policy which can be found at: <http://www.vu.edu.au/privacy>

How you can access your personal information

As a student, you can seek access to personal information that the University holds about you by contacting the Department of Student Connections.

Contact details:

- Web: <http://intranet.vu.edu.au/studentservices/SCC/Default.asp>
- ASKVU: <http://askvu.vu.edu.au/>
- Phone: +61 3 9919 4000

You can also access personal information that the University holds about you through a formal Freedom of Information request. A written FOI request should be made to:

Postal address:

Manager, Records Services
Matthew Thornley
Victoria University
Governance and Policy Branch
Footscray Park Campus
PO Box 14428
MELBOURNE Victoria 8001

Further information on freedom of information requests can be found at <http://www.vu.edu.au/privacy>.

Accuracy of Information

The University will take reasonable steps to ensure that the personal information it collects uses and discloses is accurate, complete and up to date. To assist the University in this task and to ensure the quality and accuracy of the information that the University holds, you must update your information when your personal and enrolment details change.

Victoria University's Privacy Officer

The University is committed to protecting and maintaining the privacy, accuracy and security of your personal information. To this end we have a Privacy Officer to oversee the operation of the Privacy Policy at Victoria University and to make decisions regarding privacy related complaints and queries. The Privacy Officer can be contacted at:

Postal address:

The Privacy Officer
Ms Natalina Velardi
Victoria University
Footscray Park Campus
PO Box 14428
MELBOURNE Victoria 8001

Telephone: +61 3 9919 9550

Email: Natalina.velardi@vu.edu.au

The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current.