PRIVACY for STUDENTS

Community College – Northern Inland Inc is committed to protecting the privacy of students.

The personal details we collect include your name, address and phone number at home and work and your email address. These details are necessary to ensure we can contact you in relation to the course you have enrolled in.

Other information collected includes your date of birth, country of birth, language spoken at home, whether or not you have a disability, whether or not you are Aboriginal or Torres Strait Islander and the level of education you have completed. We are required by the State and Federal Governments to collect data on all our activities and participants in accordance with the Australian Vocational Education and Training Management Information Statistics System (AVETMISS). We submit this information annually through the NSW Department Education and Communities. In submitting the data your name is encrypted to ensure your privacy. It is collected for Government statistical and planning purposes and nothing is identifiable to any third parties. This information, together with any assessment outcomes, is stored for a period of 30 years.

We also conduct student satisfaction surveys of our courses and performance so we can maintain a quality check on our service in the interests of continuous improvement. These surveys are optional and you have the opportunity to remain anonymous when completing them.

On a random basis the Government asks us to release the name and address of students who have completed accredited courses so they can follow up for student satisfaction and outcome surveys. Again your participation in these surveys is entirely your decision.

All your information is stored on a single, secure database, access is controlled and limited to the Executive Officer and Program Coordinators who manage the courses and have student contact. We have strict internal policies about confidentiality of student and staff information.

No personal information is taken off-site or disclosed to third parties, except as described above. It is your right to know exactly what personal information of yours we hold. Student information is available at all times, either over the phone or in writing. To protect the privacy of students, our staff will confirm personal details before providing any information over the phone.

Should you require further information contact Bronwyn Clinch, Executive Officer at PO Box 20 Barraba 2347 or phone 02 67821221 or email eo@communitycollegeni.nsw.edu.au