

<b>Procedure</b>	<p><b>1. Collecting and Use of Information</b></p> <p>1.1. BPP Institute obtains personal information from prospective students via the enrolment application form which is verified and updated through the orientation process as well as throughout the student's course of study.</p> <p>1.2. All students must sign a declaration confirming that they understand and agree to the use of their personal information and appropriate disclosure as a part of their written agreement with BPP Institute.</p> <p>1.3. BPP institute ensures that individual student personal information is up to date and will request students provide their latest personal information twice each calendar year. The information collected will be updated within five working days in the Student Management System by Academic Services and Admissions Department staff.</p> <p><b>2. Access to and Correction of Personal Information</b></p> <p>2.1. Students may request access to their personal information by contacting staff at reception. The student will be asked to state their past contact details for verification purposes before the records are amended. There are no fees for students to access personal information.</p> <p>2.2. A student may also request to have their personal information updated by completing the Update of Student Contact Detail Form available from the BPP Institute website at: <a href="https://BPPInstitute.vic.edu.au/forms/">https://BPPInstitute.vic.edu.au/forms/</a> or from staff at reception. The completed form can be lodged to staff at reception or emailed to: <a href="mailto:info@BPPInstitute.vic.edu.au">info@BPPInstitute.vic.edu.au</a></p> <p>2.3. BPP Institute will respond to requests for access to students' personal information as outlined in the Privacy and Personal Information Policy, such as Australian government departments and agencies, within a reasonable period of time after the request is made.</p> <p><b>3. Publication</b></p> <p>3.1. BPP Institute will not publish any personal information without the student's consent.</p> <p>3.2. The signed student declaration in the Written Agreement authorises BPP Institute and its representatives to use student images for promotional materials.</p>
------------------	---

# PRIVACY AND PERSONAL INFORMATION PROCEDURE

Reference: PRO-033  
Status: Active  
Classification: Academic  
Approved Date:  
Review Date: Sept 2025  
Page: 2 of 3

	<p>3.3. All student communication on BPP Institute’s noticeboards and the shared space in the Learning Management System will only include the student’s ID number, e.g. end of study period results.</p> <p><b>4. Storage and Security of Personal Information</b></p> <p>4.1. BPP Institute keeps all personal information records secure and takes reasonable steps to secure the content and protect it from misuse, loss, or any unauthorised access, modification or disclosure.</p> <p>4.2. Student personal information is held in BPP Institute’s Student Management System.</p> <p>4.3. Records which are no longer required are appropriately destroyed in accordance with appropriate legislative requirements.</p> <p><b>5. Complaints and Appeals</b></p> <p>5.1. If a student has a complaint or would like to appeal a decision regarding their privacy and personal information, the Student Complaints and Appeals Policy will apply.</p> <p>5.2. If a student is dissatisfied with BPP Institute’s response, they can lodge a complaint with the Office of the Australian Information Commissioner. Information is available at: <a href="https://www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint">https://www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint</a>.</p>
<b>Related Documents</b>	Chief Executive Officer
<i>For Administrative Use Only</i>	
<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer/s</b>	Chief Executive Officer
<b>Approved by</b>	Chief Executive Officer
<b>Definitions</b>	See BPP Institute’s <a href="#">Glossary of Terms and Acronyms</a>

---

# PRIVACY AND PERSONAL INFORMATION PROCEDURE

Reference: PRO-033  
Status: Active  
Classification: Academic  
Approved Date:  
Review Date: Sept 2025  
Page: 3 of 3

---

<i>Version History</i>		
Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul>