

Purpose	This policy provides a framework for the collection, storage, usage and dissemination of student personal information at BPP Institute.
Scope	The policy applies to all prospective, current and former students and persons involved with the collection or management of student personal information at BPP Institute including BPP Institute staff and contractors.
Policy Principles	<p>1. Legislative Compliance</p> <p>1.1. BPP Institute is required to comply with privacy legislative requirements including the:</p> <ul style="list-style-type: none"> a. <i>Privacy Act 1988</i> (Cwlth) and the 13 Australian Privacy Principles (APPs); b. <i>Privacy and Data Protection Act 2014</i> (Vic); c. <i>Freedom of Information Act 1982</i> (Cwlth). <p>1.2. In compliance with the APPs and associated privacy legislation, BPP Institute:</p> <ul style="list-style-type: none"> a. Has an open and transparent management of personal information, including an up-to-date Privacy and Personal Information Policy and privacy statement on its website; b. Collects and appropriately manages personal information including giving notice about collection; c. Advises how personal information can be used and disclosed; d. Ensures student personal information that it uses or discloses is accurate, up-to-date, complete and relevant, having regard to the purpose of the use or disclosure; e. Keeps personal information secure; f. Provides students with access to and the opportunity to correct their personal information. <p>2. Collection and Storage of Personal Information</p> <p>2.1. BPP Institute will only collect student’s personal information for the purpose of enrolment and the delivery of education services.</p> <p>2.2. Personal information collected by BPP Institute may include the students’:</p> <ul style="list-style-type: none"> a. Name; b. Address; c. Telephone number/s; d. Email address/es; e. Date of birth; f. Gender;

- g. Citizenship;
 - h. Passport and visa details;
 - i. Emergency contact details;
 - j. Bank account or other financial details;
 - k. Academic and English language attainments, including academic records, transcripts; and
 - l. Disabilities or other health information.
- 2.3. Student personal information is held in BPP Institute's Student Management System. All student information is appropriately secured from misuse, interference and loss and from unauthorised access, modification or disclosure and once information is no longer required it will be appropriately destroyed.

3. Disclosure of Personal Information

- 3.1. Student personal information may be disclosed:
- a. To the Australian Government and designated authorities and their auditors and where the request is justified by law, including the:
 - Department of Education and Training;
 - Department of Home Affairs;
 - Tuition Protection Service;
 - Tertiary Education Standards and Quality Agency;
 - Victorian and Australian Federal Police force, and the Overseas Student Ombudsman.
 - b. The information disclosed may include personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of student visa conditions;
 - c. If the Chief Executive Officer believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the student or of another person;
 - d. Where the disclosure is required or authorised by or under law;
 - e. To external debt collection agency to recover overdue tuition and non-tuition fees;
 - f. To BPP Institute's legal advisers or other professional advisers or consultants engaged by BPP Institute.

4. Student Access to Personal Information

	<p>4.1. BPP Institute will provide students access to their personal information for verification purposes only.</p> <p>4.2. Where any inaccurate information is identified and communicated by the student, BPP Institute will rectify the information to ensure its accuracy.</p> <p>5. Complaints and Appeals</p> <p>The Student Complaints and Appeals Policy and Procedure may be accessed by students if they have any complaints in respect to their personal information or any potential privacy breaches by BPP Institute.</p>
Related Documents	<p><i>Freedom of Information Act 1982 (Cth)</i> <i>Privacy Act 1988 (Cth)</i> <i>Privacy and Data Protection Act 2014 (Vic)</i> Privacy and Personal Information Procedure Student Complaints and Appeals Policy Student Complaints and Appeals Procedure</p>
For Administrative Use Only	
Responsible Officer	Chief Executive Officer
Contact Officer/s	Chief Executive Officer
Approved by	Board of Directors
Definitions	See BPP Institute`s Glossary of Terms and Acronyms

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