

## **BPP Institute – Referral Program Privacy Collection Statement**

By participating in the BPP Institute Pty Ltd (“BPPI”, “we”, “us”, “our”) Referral Program, we will collect personal information about you and individuals that you refer as part of the program.

### **What information we collect**

If you are an existing student, alumni or participant referring a friend, we may collect:

- Your name
- Student identification number (if applicable)
- Email address
- Phone number
- Bank account details (where required for referral payments)
- Any other information we consider necessary to administer the Referral Program and provide our services

If you are being referred to BPP Institute, we may collect:

- Your name
- Email address
- Phone number
- Country of birth
- Country of residency

In some circumstances, we may collect your personal information from third parties, such as the person who refers you. Otherwise, we will collect your personal information directly from you through forms you complete, your interactions with us, and communications via our website, email, phone or in person.

### **How we use your information**

We collect and use your personal information for the purposes of:

- Administering and conducting the BPP Institute Referral Program
- Providing information about our courses and services
- Managing our relationship with you
- Internal administrative and business purposes
- Complying with our legal obligations

## **Disclosure of personal information**

In carrying out these activities, we may disclose your personal information to:

- Third-party service providers who assist us in delivering our services
- Our professional advisors
- Related entities
- Other parties as required or permitted by law

Generally, we will not disclose your personal information to third parties located overseas except where we are permitted or required by law, or with your consent.

## **Direct marketing**

Where you consent, we may contact you with updates about BPP Institute, including our courses and services. You may opt out of receiving marketing communications at any time by using the unsubscribe function or contacting us directly.

If you do not provide your information

If you do not provide the personal information requested, we may be unable to process your participation in the BPP Institute Referral Program or provide you with the services you seek.

## **Access, correction and complaints**

Our Privacy Policy contains further information about:

- How you can access and correct your personal information
- How you can make a complaint about a breach of the Australian Privacy Principles
- How we will handle such a complaint

You can access our Privacy Policy on our [website](#).

## **Contact us**

If you have any questions about this statement or how we handle your personal information, please contact:

Operations  
BPP Institute Pty Ltd  
Level 4/108 Lonsdale St, Melbourne VIC 3000  
Email: [operations@bppinstitute.com](mailto:operations@bppinstitute.com)