



## Privacy Policy Purpose

This Privacy Policy sets out the basis on which Brighten Institute Australia Pty Ltd collects personal information from you and further governs the collection, storage and disclosure of personal information it holds.

This Privacy Policy is important. Access to our products, services or site is conditional on your approval of this Privacy Policy and you agree that your use of our products, services or site implies your consent to the terms of this Privacy Policy.

### Policy

#### 1. Principles

- 1.1 In collecting personal information Brighten Institute Australia will comply with the requirements set out in the *Privacy Act (Cth)* (as amended from time to time) (**Privacy Act**) which regulates the collection, storage, use and disclosure of the personal information.
- 1.2 Brighten Institute Australia is committed to ensuring the confidentiality integrity and security of all personal information.

#### 2. Collection of information

- 2.1 In the course of its business and through your use of the Brighten Institute Australia site, Brighten Institute Australia will collect information from students, potential students, clients and others, either electronically or in hard copy format; including information that personally identifies individual people.
- 2.2 Brighten Institute Australia will record various communications between itself and individuals, clients and other third parties.
- 2.3 Brighten Institute Australia will only collect personal information by fair and lawful means that is necessary for the functions of the Institute.
- 2.4 Brighten Institute Australia does not wish to collect information which is sensitive information as defined under the Privacy Act being information or opinions about the visitor's health, political affiliations, sexual preferences, religious beliefs, racial or ethnic origin or other such private information.

#### 3. Use of information

- 3.1 The information supplied by individuals, clients and other third parties will be used as necessary for one or more of our other functions or otherwise to provide information about study opportunities and related matters, to enable efficient administration, to enhance your use of the Brighten Institute Australia site, to assist in service provision, to maintain proper client records, and for other matters which Brighten Institute Australia believes may be of interest to you. If an individual chooses not to provide certain information then we may be unable to provide some services or provide appropriate information.



- 3.2 Brighten Institute Australia may provide your personal information to its related bodies corporate for the purposes of using that information in accordance with the provisions of clause 3.1 or as otherwise necessary for one or more of our other functions.

#### 4. Disclosure of personal information

- 4.1 Brighten Institute Australia will not disclose an individual's personal information to another person or organisation unless:
- a) the individual concerned is reasonably likely to have been aware or made aware, that information of that kind is usually passed to that person or organisation
  - b) the individual concerned has given consent
  - c) Brighten Institute Australia believes on reasonable grounds that the disclosure is necessary to prevent or less serious and imminent threat to the life, safety or health of the individual concerned or of another person
  - d) the disclosure is required or authorised by or under law
  - e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.
- 4.2 Any person or organisation to whom personal information is disclosed as described in this policy is not permitted to use or disclose the information for a purpose other than the purpose for which the information was supplied to them.
- 4.3 Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, Brighten Institute Australia shall include in the record containing that information, a note of the disclosure.
- 4.4 In the event of a merger, acquisition or sale of the whole or part of the business of Brighten Institute Australia reserves the right to transfer your personal information as part of any such transaction.

#### 5. Security of personal information

- 5.1 Brighten Institute Australia will take all reasonable steps to ensure that any personal information collected is:
- a) relevant to the purpose for which it was collected
  - b) up to date
  - c) complete
  - d) accurately recorded.
- 5.2 Brighten Institute Australia will store securely all records containing personal information and take all reasonable security measures to protect personal information collected from unauthorised access, misuse or disclosure.



- 5.3 Brighten Institute Australia will take reasonable steps to ensure that its officers, employees, agents and third party contractors observe the confidentiality of your personal information.
- 5.4 Despite its reasonable endeavours, Brighten Institute Australia is unable to ensure or warrant the security of any personal information transmitted to it and all personal information disclosed by you to Brighten Institute Australia is at your own risk.

## 6. Right to access records

- 6.1 Individuals have the right to access or obtain a copy of the personal information that Brighten Institute Australia holds about them. Requests to access or obtain a copy of personal information must be made in writing and sent to our head office address at Level 5, 12 O'Connell Street, Sydney NSW 2000 or by email to [contact@brighten.edu.au](mailto:contact@brighten.edu.au)
- 6.2 There may be an administrative charge for an individual to access personal information that Brighten Institute Australia holds about them; such as a charge of 20 cents per page for every page that it copies. Brighten Institute Australia will use reasonable endeavours to ensure that individuals will be advised of how they may access or obtain a copy of their personal information and the applicable fees within ten (10) working days of receiving their written request.

## 7. Amendment to records

- 7.1 If an individual considers the personal information that Brighten Institute Australia holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended by contacting us at +61 2 9223 1868 or [contact@brighten.edu.au](mailto:contact@brighten.edu.au)
- 7.2 Where a record is found by Brighten Institute Australia to be inaccurate, a correction will be made. Where an individual requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

## 8. Publication

- 8.1 This *Privacy Policy* will be made available on our website in order to ensure that all individuals have given their informed consent for the collection and storage of personal information.

## 9. Consent

- 9.1 You acknowledge and agree that Brighten Institute Australia its related bodies corporate and partners and each of their officers, employees, agents and contractors are permitted to collect, store, use and disclose your Personal information in the manner set out in this Privacy Policy and in accordance with the Privacy Act.