



DELTA INSTITUTE

PRIVACY

STUDENT COURSE GUIDE



RTO ID 90250



Privacy Policy

Delta will only collect personal student information that is relevant and necessary for the delivery, administration and regulatory reporting of the Course.

We are required to keep some records for standard periods of time for compliance and legal reasons.

We will protect the personal information we hold from misuse and loss.

We will not share or use your personal information outside of the purposes for which it was collected, except for if:

- it is required by law or needed for a criminal investigation
- it will reduce a serious and imminent threat to a person's life or health
- we believe an offence has been committed and we need to advise the relevant authorities
- we have your permission

If you ask us, we will tell you what information we hold about you, in accordance with the Freedom of Information Act 1982 or other relevant legislation. If disclosing your information does any of the below, we will not share your information:

- breaching someone else's privacy
- endangering an investigation or legal action
- other important reasons

We try to keep personal information accurate and current. If you think that personal information we hold about you is inaccurate, or your personal information changes, please advise us.

We are required to share your information with our government regulator ASQA through a number of reporting mechanisms. We expect that the regulatory bodies that we share your personal information meet the same standard of privacy protection that we offer you.

In order to protect your privacy, Delta Institute staff cannot speak to anyone but you about your enrolment or other information we hold about you, unless you have given us written permission to do so. Should you wish to give permission for another person to speak with us about you, please complete the Student Privacy Policy Exceptions form in your student area.

Student Enrolment Agreement

This guide details the terms and conditions of your enrolment, your rights and responsibilities, and our obligations to our students. If you choose to enrol in the Course, you will be asked to confirm that you've read through this information and agree to these terms.