



Privacy Policy for International Students

Overview

MTA Institute of Technology Pty Ltd trading as MTA Institute is committed to protecting the privacy of international student's personal information including sensitive information as defined under the Privacy Act 1988. MTA Institute collects stores and discloses information in accordance with the Australian Privacy Principles.

This privacy policy sets out the way we handle information including the collection, use, disclosure and storage and your access rights.

For the purpose of this policy, international student's personal information will be termed 'your information'.

National Centre for Vocational Education Research (NCVER)

Under the Data Provision Requirements 2012, MTA Institute is required to collect your information to disclose to NCVER. MTA Institute is also required by law (under the National Vocational Education and Training regulator Act 2011 (Cth) to disclose your information to NCVER who will use the information for statistical, regulatory and research purposes about the Australian Vocational Education and Training sector.

Collecting Your Information

MTA Institute only collects your information when it is necessary for our international education and training functions and activities, through lawful and fair means.

In order to ensure we provide you with education and training services and adhere to your visa requirements we will need to collect, with your permission, your information such as name, postal address, email address, best contact number, emergency contact details, nationality, visa status; passport details, health information, Unique Student Identifier (USI), information regarding your employment and education history, qualifications, English proficiency, or other information necessary for us to conduct these services.

As a Registered Training Organisation (RTO) regulated by government authorities, we may also collect your information from Commonwealth Government Departments and agencies including but not limited to:

- The Department of Home Affairs (Commonwealth)
- The Department of Immigration (Commonwealth)
- The Department of Education, Skills and Employment (Commonwealth)
- Your overseas health insurance cover provider

Where MTA Institute may receive unsolicited information from external sources, a determination will be made as to whether we could have collected this information had we sourced it ourselves. If MTA Institute determines that we could not, and the information is not in a commonwealth record, we will securely destroy the information.

Use and Disclosure of Your Information

MTA Institute will ensure your information remains private and is used only for the purposes you agree to.

MTA Institute will not disclose, sell, distribute, or license your information to a third party, unless we need to provide information in our function and obligations as an RTO, to Commonwealth Departments such as:

- The Department of Education, Skills and Employment (DESE)
- The Department of Home Affairs (DoHA)
- Department of Immigration (DIMMI)
- The Australian Skills Quality Authority (ASQA)
- The National Centre for Vocational Education Research (NCVER)
- Tuition Protection Services (TPS)

With your permission, the need may arise to disclose your information to:

- Work placement employers
- Potential employers or your employer
- Universities or other training providers
- Your overseas health insurance cover provider
- Your agent or your sponsor

MTA Institute may use and disclose your information for another purpose if:

- There is reason to believe the use is necessary to lessen or prevent a serious threat to:
 - An individual's life, health or safety
 - Public health or safety
- There is reason to suspect that unlawful activity has been, or is being engaged in, and uses the information as part of its investigation, or in reporting its concerns to the relevant authority;
- The use and disclosure is specifically authorised by law; or
- Any other exceptions provided for, in the Privacy Act 1988.

Storing Your Information

Your information will not be housed in an offshore data management system or transferred outside of Australia.

On completion of your enrolment, MTA Institute will create a student file to store all personal and education records. This file will be regularly updated until the completion of your course. The file will be archived in accordance with the National VET Regulator Standards. Access to systems and databases are all individually password protected to protect your information from misuse, loss and from unauthorised access.

MTA Institute will take all reasonable steps to maintain your information and ensure it is accurate and up to date. As a requirement of your student visa (Standard 3 of the National Code) and as outlined in your Letter of Offer, international students must notify MTA Institute within 7 days in writing of any changes to contact details including residential address, mobile number, email address and emergency contact details.

Access to Your Information

All international students are provided access to their information that is recorded and maintained by MTA Institute, to either review or correct information that may be incorrect.

To obtain access to your information, please make a request to MTA Institute's administration staff and provide proof of identification. Your access along with details of your request, will be recorded on your file.

Resolving any Privacy Concerns of Your Information

All international students can raise any concerns they may have regarding the handling practices of your information. This can be done by detailing your concerns and emailing them to international@mtai.edu.au or accessing the Complaints and Appeals Policy.

The Internet and Your Information

MTA Institute uses the World Wide Web in order to educate and support international students.

MTA Institute takes the necessary steps to protect your information. Cyber and information security, when using our website, requires you to be aware that no transmission of information to and from a website is ever secure, particularly from malicious and random cyber-attacks.

The MTA Institute requires international students to be diligent when they are accessing their training information stores on MTA Institute's platforms. It is critical that if you are using a computer either at the campus or in a public place, such as a library or community centre, you must remember to log-off, otherwise others may be able to access your information.