

Privacy Statement

The College for Adult Learning (CAL) recognises the importance of your privacy and is committed to protecting any personal information we collect about you in accordance with the National Privacy Principles.

For the purposes of this Privacy Statement, the word "you" includes website visitors, students and staff. The purpose of this Privacy Statement is to inform you about:

1. What personal information about you is collected by CAL
2. How the information is used.
3. With whom the information may be shared.

And, this Privacy Statement applies to any personal information you provide to us. If you are a student of CAL please refer to the student handbook and the relevant policy on student privacy.

CAL may collect personal information about you when you visit our website and you elect to use our on-line services, when you enrol as a student of the College, when you deal with CAL over the telephone or correspond with US via facsimile, letter or email or any other mode of communication.

CAL may use your personal information for one or more of the following purposes:

- to provide you with information about CAL and its services and products
- To register your details in support of a government funded place for accredited qualifications
- To enrol you into a qualification or short course program
- To monitor your progress in your online study program
- To confirm your identity for assessment validation purposes
- And to add your name to a class list for the trainer and/or assessor to access as part of your learning contract.
- To assist in processing part-payment options via our financial department.
- To Skills Victoria for mandatory reporting purposes (for students enrolled in qualification and short course programs only.)

Other than as outlined above, CAL will not disclose your personal information without your consent unless disclosure is necessary to prevent a threat to life or health, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

Upon your request, CAL will provide you with access to your personal information unless there is an exception which applies under the National Privacy Principles. If we deny such access, we will tell you why. Where such information is more than 3 years old, CAL may recover any reasonable costs incurred in providing you access to the requested information. To request access to your personal information, please contact CAL using one of the contact options provided in paragraph 12 of this Privacy Statement.

CAL strives to ensure that the information we hold about you is accurate, complete and up-to-date at all times. If the personal information we hold about you is inaccurate, incomplete, or no longer up-to-date, or you wish for your details to be removed from our database, please contact us at

Admin@collegeforadultlearning.com.au

so that we may take reasonable steps to address this and/or discuss alternative options with you.

CAL takes reasonable steps to protect the security of your personal information in accordance with this Privacy Statement. The College regularly reviews and implements new security options and makes every effort to ensure all data entrusted to us is secure. Unfortunately, no data transmission over the internet can be guaranteed to be totally secure.

Whilst CAL strives to protect such information, we cannot ensure or warrant the security of any information you transmit to us or obtain from our online products or services. Accordingly, use is at your own risk.

Once any personal information comes into our possession, we will take reasonable steps to protect that information from misuse and loss and from unauthorised access, modification or disclosure.

CAL will take reasonable steps to destroy or de-identify any personal information about you once the information is no longer required for the purposes for which it was collected or as authorized or required by law.

Please note that, from time to time, CAL may make changes to this Privacy Statement. Accordingly, we encourage you to periodically review this statement to remain informed about how we collect and protect your personal information.

Your continued use of the CAL Online learning programs and website constitutes your acceptance of the collection, use and disclosure of your personal information to the extent outlined in this Privacy Statement as amended from time to time.

For further information about the protection of your privacy, please visit the Australian Federal Privacy Commissioner's website at www.privacy.gov.au.

Feedback and questions about privacy

The College for Adult Learning welcomes ideas and feedback about all aspects of the College website/online learning programs. This feedback may be used to administer and refine the services we provide.

If you have any questions regarding this Privacy Statement, practices of the College for Adult Learning website or your dealings with the College for Adult Learning, you can contact us in the following ways:

Email: admin@collegeforadultlearning.com.au

Mail: College for Adult Learning
Melbourne Campus
3 Prince Patrick Street
Richmond VIC. 3132