



## Privacy Change Request Form

ACBT and our partners in Australia takes the privacy of your data very seriously. The Australian Privacy Act 1988 allows you to advise ECC/ECU to whom you will allow us to release your data.

If you are under 18, we will automatically release details of your study, fees or any other relevant information to your parents upon request. However, if you are over 18, you can require us not to release any information to your parents. By doing this, if we receive a request from parents about your study, we will inform them that **you** have asked that we do not pass any information onto them, and that we must comply with this request under the Australian Privacy Act 1988. We will then direct your parents to talk directly to **you** about any matters regarding your study with ACBT. You should be aware that where it is considered by ACBT that withholding information from your parents would not be in your best welfare interest (an example might be that your safety or health may be placed at risk by withholding information), then we do have the right to give information to your parents even if you have requested us not to.

ACBT will release information to the University so that you can use the facilities on campus (eg library, computer labs, etc). We must release this information so you can effectively complete your units. You can request that your results and other related study details outside of what is necessary for you to use the campus facilities are NOT released to the University, however this may cause delays in processing your enrolment into University at a later stage.

You should be aware that information gathered by ACBT relating to you might be made available to State agencies (BOI, UGC, Police, Department of Immigration and Emigration, Ministry of Higher Education, Ministry of Industries and Commerce Dept of Education), and also to the Australian State agencies (Tertiary Education Quality Standards Agency (TEQSA), Australian Skills Quality Authority (ASQA)).

If you would like to change your privacy settings at ACBT, complete the details below and tick the appropriate boxes, sign where indicated and then hand this form into ACBT Student Records. You must complete **EVERY** section otherwise the form will not be processed.

### Your Details:

Family Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Your address and contact:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Privacy Details

OK to release information to parents Yes  No

OK to release information to Agent Yes  No

OK to release information to University\* Yes  No

OK to release information to the following as applicable\*\* Yes

(As required by law - UGC,BOI, AusAID, ASQA, TEQSA, Police, Ministry of Higher Education, Ministry of Industries and Commerce, etc.)

\*Note: Some information MUST be passed onto the University so that you can use the facilities on campus (eg library, computer labs). By selecting "no" for privacy of data here, you are selecting that you do not wish us to release your results to the University only. You should note that this may cause some delays in your enrolment into the university or recognition of completed Awards.

\*\*Required by law - any person(s) or corporations listed will be required to show sufficient identification before ACBT will release information to them.

### Office Use Only:

Processed by: \_\_\_\_\_ Database adjusted: Yes  No

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_