

CONSENT NOTICE

In the course of providing education and training services to you, Sarina Russo Institute (“SRI”) collects *personal information* and *sensitive information* provided by You (“**Your Information**”).

In collecting and disclosing Your Information, SRI is committed to complying with the *Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012* and the Australian Privacy Principles (“the Act”). Your Information will only be disclosed in accordance with this Act.

Storage and Data Management

In compliance with SRI Policies and Procedures a Student file will be opened at enrolment so your studies and results will be recorded on a regular basis until the completion of your course. The file will be archived in accordance with the National VET regulator Standards. Your Information may be housed in an off-shore data management system.

Consent to Sharing

Your Information may be shared with:

- Queensland Government, Federal Departments, employers, and other training providers whereby the disclosure is relevant to the process of providing educational services to you. For international students, this includes the Department of Immigration and Border Protection.
- Employment service providers (if you have been referred or supported by a job services provider). This includes attendance and enrolment details.
- Our contractors and suppliers – e.g. our I.T. contractors and database designers.
- Any person, entity or authority with a lawful entitlement to obtain the information.

Publicity Consent

We may contact you to ask your permission to participate in photos, videos, testimonials or other promotional material SRI may use. Please advise us if you do not wish for this to occur.

Further Information

Further details regarding Your Information and your ability to correct or raise concerns regarding the handling of Your Information are located in our Privacy Policy. Students must notify SRI in writing in relation to changes in personal details.

I hereby confirm and accept the above and further confirm that I have read the terms of SRI’s Privacy Policy.

Signature of Student

*Signature of Sarina Russo Institute
Representative*

Printed Name of Student

*Printed name of Sarina Russo Institute
Representative*

Date