



## Barossa Regional University Campus Privacy Policy

### 1) Purpose

- a) The Purpose of the policy is to ensure anyone who deals with Barossa Regional University Camus (BRUC) will comply with both the letter and the spirit of the Commonwealth Privacy Act 1988.
- b) BRUC takes seriously its obligation to safeguard personal information it holds. This privacy statement sets out the approach BRUC will take in relation to the treatment of personal information. It includes information on how BRUC collects, uses, discloses and deals with personal information.

### 2) Our Legal Obligations

- a) BRUC complies with the National Privacy Principles contained within the Privacy Act.

### 3) Collection of Personal Information

- a) Personal information is information or an opinion that can identify a person.
- b) The type of personal information BRUC may collect from its clients and/or students will depend upon what dealings individuals may have with the BRUC.
- c) Some examples of personal information include a persons first name or address. Personal information can also include photos, and information about what a person likes, their opinions and where they work – basically anywhere the person is readily identifiable.

### 4) Sharing Information with Other Organisations

- a) BRUC does not sell personal information
- b) The only circumstances in which external organisations may be given access to BRUC's clients/students personal information are when BRUC's contractors and service providers (university partners) are assisting BRUC in the operation of its business or to provide a client/student service.
- c) BRUC requires the organisations to adhere to BRUC's privacy policy and to strict conditions governing how this information is used.

### 5) Use and Disclosure of Personal Information

- a) BRUC only uses or discloses personal information for the purpose of which it was collected or for a reasonably related secondary purpose the individual would expect. This includes contact for support, engagement, or reporting purposes.
- b) BRUC may contact students via mobile phone, including by SMS, to:

- i) Request feedback or participation in short surveys
  - ii) Provide updates directly relevant to BRUC services, placements, or events
  - iii) Communication with students in accessible, time-sensitive ways
- c) These messages are brief, non-commercial, and limited to the purpose for which consent was given. Students may opt out of SMS communication at any time.
- d) Optional communication methods (e.g., participation in mentoring or marketing emails) are clearly separated from essential contact and require explicit consent. Consent is collected at the time of registration or re-engagement.

## 6) Verification of Graduation Status with University Partners

- a) BRUC may confirm a student's graduation status with their university to meet reporting and compliance obligations. This is limited to:
  - i) Whether or not a student has completed their course
  - ii) For the purpose of internal performance reporting, funding compliance, or program evaluation
- b) BRUC does not request or receive academic records, transcripts, or other sensitive results for these purposes.
- c) This information is only exchanged under agreed terms between BRUC and university partners and is not used for marketing or profiling.

## 7) Marketing

- a) BRUC may send advertising mail to its clients/students where the advertising mail is related to the purpose for which the information was collected.
- b) If a customer no longer wishes to receive promotional information from BRUC, the customer should advise [info@barossacampus.com.au](mailto:info@barossacampus.com.au). Records will be amended within 30 days.

## 8) Cookies

- a) A cookie is a small data file that may be placed on the computer of a web used (usually in the browser software folder) the first time a computer visits a website which operates cookies.
- b) Cookies are necessary to facilitate on-line transactions and ensure security. If customers do not wish to receive any cookies, they should set their browser to refuse cookies. BRUC does not use cookies to keep personal profiles of its customers' use of its website.

## 9) Security of Personal Information

- a) BRUC will take reasonable steps to prevent personal information that it collects and ensure the information is accurate and up-to-date.
- b) Personal information is held on secure services or in storage located in controlled environments. BRUC employees are required to maintain confidentiality of any personal information held.

## 10) Access to Personal Information

- a) Individuals are welcome to request personal information BRUC holds about them.
- b) To obtain a copy of the personal information BRUC holds, please contact the Campus Manager. BRUC will require personal identification.

## 11) Changing Information

- a) If a person wishes to change personal information that is inaccurate or out-of-date, they may write to the Campus Manager.

## 12) Complaints about Privacy

- a) In an individual believes their privacy has been breached or mishandled, they are encouraged to contact the Campus Manager. Complaints will be handled in accordance with BRUC's internal grievance procedures.

## 13) Changes to Policy

- a) BRUC reserves the right to change this policy at any time.

## 14) Additional Information

- a) For additional information about privacy issues and the protection of privacy, visit the Australian Information Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au).
- b) You can also contact the BRUC Campus Manager or CEO of Regional Development Australia Barossa Gawler Light Adelaide Plains (RDABGLAP)
  - i) Campus Manager  
Kate Goodes  
[info@barossacampus.com.au](mailto:info@barossacampus.com.au)  
(08) 7444 4210
  - ii) CEO RDABGLAP  
Jennifer Lynch  
[admin@barossa.org.au](mailto:admin@barossa.org.au)