

Edith Cowan College (ECC) takes the privacy of your data very seriously. The Australian Privacy Act 1988 allows you to advise ECC 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 ECC. You should be aware that where it is considered by ECC 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.

ECC 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 ECC relating to you might be made available to Commonwealth and State agencies (DET, TEQSA, ASQA, police or Department of Immigration and Border Protection), and also to the Fund Manager of the Tuition Protection Scheme (TPS), pursuant to obligations under the ESOS Act 2000.

INTERNATIONAL STUDENTS: ECC is required under Section 19 of the ESOS Act 2000 to advise DIBP about changes to your enrolment and any breach of student visa conditions relating to attendance, academic progress and any change of your address within Australia.

LOCAL STUDENTS: If you are receiving government funding, ECC is required to advise Centrelink about changes to your enrolment, attendance and academic progress.

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

Your Details:

Family Name: _____ Other Names: _____
 Student ID: _____ Date of Birth: ___/___/_____
 Perth Address: _____
 Phone: _____ Mobile: _____
 Email: _____
 Signature: _____ Date: _____

Privacy Details

Is it OK to release information to Parents? Yes No
 Is it OK to release information to Agent? Yes No
 Is it OK to release information to University? Yes No
 Release information to others (Please specify _____)** Yes
(As required by law - DIBP, AusAID, Centrelink, Austudy, FEE-HELP, DET, ASQA, TEQSA, 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. You should note that this may cause some delays in your enrolment into the university or recognition of completed Awards.

**By law, any person(s) or corporations listed must show sufficient identification before ECC will release information to them.

Office Use Only:

Processed by: _____ Database adjusted: Yes No
 Date: ___/___/_____