



Principle 5: Notification of the Collection of Personal Information

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The Legal Requirement

At or before the time of collection (or if not practical, as soon as practical afterwards), the College must take reasonable steps to notify an individual about, or ensure an individual is aware of, certain matters concerning the purpose and circumstances of the collection of their personal information.

This requirement applies to solicited and unsolicited personal information (that is not de-identified or destroyed – refer to [Principle 4: Dealing with Unsolicited Personal Information](#)).

Information which we are required to provide to individuals includes:

- our College's identity and contact details
- the fact and circumstances of collection if the individual may be unaware that the information has been collected or of the circumstances of collection
- details of the relevant law where the collection of the personal information is required or authorised by law
- the purposes of collection (including secondary purpose if relevant)

- the consequences if the personal information is not collected (for example the individual's complaint may not be able to be properly investigated or resolved)
- details of any other entities or types of entities to whom the collected information may usually be disclosed (for example, contact details, employment history). Such entities should be named if practical to do so.
- whether our organisation will disclose personal information to overseas recipients, and if practical, the countries in which those recipients are located
- information about our Privacy Policy which includes information on how to make a privacy complaint and how an individual can access and seek correction of their personal information.

It is important to note that the College is only required to take "reasonable steps" to inform people of such matters (noted above) that are "reasonable in the circumstances".

Deciding what is reasonable involves balancing the sensitivity of the information to the individual and the time and cost to the College in providing that information. It would not be expected that we provide notification of matters that are considered to be obvious or likely to be known.

Factors which may support a decision that notification would be unreasonable include if the notification would be inconsistent with another legal obligation (such as legal professional privilege or obligation of confidence) and impracticability (time and cost).

How We Comply with This Obligation

We comply with our obligations with respect to the notification of collection of personal information through a combination of:

- our [EREA Privacy Policy](#) and [EREA Privacy Policy Guidelines](#)
- the use of [Standardised Information Collection Forms](#) which incorporate a Privacy Collection Notice.

Our Privacy Policy

Our Privacy Policy sets out how we manage personal information including:

- who we collect information from
- the types of personal information we collect and hold
- how we collect and hold personal information
- the purposes for which we collect, hold, use and/or disclose personal information
- how an individual can access their personal information and seek a correction of the information
- how an individual may complain about our compliance with the APPs and how we will deal with such a complaint
- whether we are likely to disclose personal information to any overseas recipients, and if so, the countries in which those recipients are based.

A copy of our Privacy Policy is published on our public website and made available on request.

Standardised Information Collection Forms

Where possible, the College has attempted to standardise the collection of personal information by using specifically designed forms (e.g. an Enrolment Form, a Health Information Form), which include a [Privacy Collection Notice](#).