

PRIVACY POLICY

1. Purpose

WYSE Business College is committed to protecting the privacy of personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This policy explains how we collect, use, store, and disclose personal information obtained from students, staff, and other stakeholders.

2. Scope

This policy applies to all students, staff, contractors, and other individuals whose personal information is collected or held by WYSE Business College.

3. Collection of Personal Information

We collect personal information that is necessary to:

- Deliver and manage training and assessment services;
- Meet obligations under the National Vocational Education and Training Regulator Act 2011, Standards for RTOs 2015 (or revised standards as applicable), and the Data Provision Requirements 2020;
- Report to government agencies such as the National Centre for Vocational Education Research (NCVER);
- Verify eligibility for funding or concession entitlements; and
- Communicate with students and stakeholders.

Types of information collected may include:

- Personal details (name, address, date of birth, contact details);
- Identification documents (e.g. driver's licence, passport);
- Academic history and qualifications;
- Employment information (where relevant);
- Unique Student Identifier (USI);
- Payment and financial details (where applicable).

Information may be collected through enrolment forms, online submissions, correspondence, or direct communication.

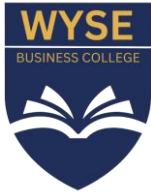
4. Use of Personal Information

Personal information is used for purposes directly related to:

- Enrolment, training, assessment, and certification;
- Compliance and reporting to regulatory authorities;
- Administrative functions such as billing and communication;
- Student support services; and
- Quality assurance and continuous improvement processes.

WYSE Business College does not sell or share personal information for unrelated commercial purposes.

5. Disclosure of Personal Information



We may disclose personal information to:

- The Australian Skills Quality Authority (ASQA);
- The National Centre for Vocational Education Research (NCVER);
- State and Commonwealth government departments;
- The USI Registry System;
- External auditors and contracted service providers (e.g. payment processors, IT support);
- Employers (for work placement or traineeships); and
- Other parties as required or authorised by law.

Where information is shared with third parties, WYSE Business College ensures that these parties comply with the same privacy obligations.

6. Storage and Security of Information

Personal information is stored securely in physical and electronic formats. We use secure systems (including Xero, Eway, and other authorised platforms) with access restricted to authorised staff only. Data is protected through password security, encryption, and regular system monitoring. When personal information is no longer required, it is securely destroyed or de-identified in accordance with legislative requirements.

7. Access and Correction

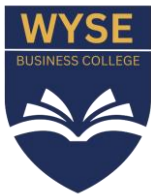
Individuals may request access to or correction of their personal information by contacting the RTO's Administration Office in writing. Requests will be processed within a reasonable timeframe and may require proof of identity. If a request for access is refused, reasons will be provided in writing.

8. Direct Marketing

WYSE Business College may use contact details to provide information about new courses, services, or events. Individuals may opt out of receiving marketing communications at any time by notifying us via email or phone.

9. Complaints About Privacy

Individuals who believe their privacy has been breached may lodge a complaint with the RTO Manager. All complaints will be handled promptly, confidentially, and in accordance with our Complaints and Appeals Policy. If unresolved, the complaint may be referred to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.



Version Control Table

Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
16/10/2025	Document creation	WYSE Business College	v. 1.0	16/10/2025	1/10/2026

RTO INFORMATION

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