

Privacy

In accordance with the Privacy Amendment (Private Sector) Act 2000, CHP School of Hospitality is committed to protecting your privacy and your personal information. It is necessary for CHP School of Hospitality to collect personal information about you and does so by getting you to complete the enrolment form. Government bodies may use this information for statistical and reporting purposes. We will not disclose, sell or pass on your personal details in any way other than the purposes stated without your consent or unless is required to do so by law.

Personal Information Collection

CHP School of Hospitality will:

- Collect personal information at enrolment such as name, address, contact details, date of birth, citizenship, educational history and prior academic results, work history (if required as a basis of admission), details of parents or guardians (for students under 18 years of age at the time of enrolment) and credit card details
- Collect any additional information post enrolment which may identify racial or ethnic origins (including proficiency in languages other than English), information about health or disability (where this is relevant to accommodating specific needs) and membership of professional or industry associations (where required as a basis of admission or for credit transfer/recognition of prior learning).

CHP School of Hospitality may:

- Collect personal information from other educational institutions where necessary to verify qualifications and course credits for enrolment and assessment purposes:
 - From an employer if a course of study is being supported or incorporated into employment

Use and disclosure

CHP School of Hospitality will only use your information for the following purposes:

- day-to-day administration
- to satisfy the RTO legal obligations and allow the RTO to discharge its duty of care
- to comply with legal and regulatory obligations, including disclosure and reporting to Commonwealth, State and Territory government agencies for planning, evaluative, and administrative purposes including:
 - FSS and RSA/RCG to report back to NSW authorities including the NSW Food Authority and the Office of Liquor, Gaming and Racing.
- to provide progress reports to your employer (funded traineeships only)
- for students under 18 years of age, information regarding attendance, progress and general well-being may be provided in order to keep parent/s and/or guardian/s adequately informed.

You have the right to access your personal information recorded at any time and provide any necessary corrections.