



OBA NURSING ACADEMY

POLICY - Privacy

Purpose



OBA Nursing Academy takes the privacy of our students, staff, agents, and other stakeholders very seriously. We are committed to complying with relevant legislation to ensure the protection of personal information. This policy outlines how we collect, use, and disclose personal information, and how we ensure that it is handled with the utmost care and respect.

Legislative Compliance

OBA Nursing Academy complies with the following legislative requirements:

- The Privacy Act 1988 (Cth) and the Australian Privacy Principles (2014).

We ensure that personal information is used solely for the purpose of providing training and assessment services, and that this information is protected.

Data Collection

OBA Nursing Academy collects personal information from students, staff, and other stakeholders to deliver our training and assessment services. The types of information collected include:

- Name
- Address
- Contact details
- Date of birth
- Gender
- Country of birth
- Language spoken at home
- Level of English spoken
- Disability information

- Education background
- Employment status
- Indigenous status

This information is necessary to ensure that we can properly deliver our courses and services. By submitting the International Student Application Form, students consent to the collection and use of their personal information.

Use and Disclosure

The personal information collected by OBA Nursing Academy will only be used for the purpose disclosed above. We will not use or disclose personal information for any other purpose without obtaining prior consent, unless required by law.

Personal information may be used and disclosed to:

- Establish and maintain relationships
- Provide the required courses and services
- Administer and manage courses and services
- Ensure compliance with relevant laws and regulations

Prior Knowledge, Skills, and Experience

OBA Nursing Academy collaborates with accredited RTOs to offer training programs that are tailored to meet the needs of students, taking into account their prior knowledge, skills, and experience in the relevant areas of competence for the course they wish to enroll in. In these collaborations, course credits may be granted through Credit Transfers, in accordance with the **P&P– RPL & Credit Transfer** policy.

Tools & Templates

- **P&P– Recognition of Prior Learning & Credit Transfer**

Responsibility

Admissions Officer / Trainer & Assessor

Output

Recognition of the student's prior knowledge, skills, and experience, with course credits granted through Credit Transfers.

Agents, Contractors, and Third Parties

We work with agents, contractors, and other third parties who may require access to personal information to provide legitimate services. These third parties are bound by the same privacy terms to ensure that personal information is protected at all times.

Use of Internet and IT

Personal information may be transmitted over the internet from delivery sites to relevant parties. We take all reasonable steps to protect and secure this data while it is in transit.

Data Quality

OBA Nursing Academy ensures that personal information is accurate, complete, and up-to-date. Students are encouraged to inform us of any changes to their personal details to help maintain the accuracy of our records.

Access to Records

Students and other individuals have the right to access personal information that OBA Nursing Academy holds about them. Requests for access to records can be made by completing the Request to Access Records Form. Individuals must prove their identity before access is granted.

There is no charge for accessing records, but a fee may apply for copies. We will arrange access to records within 10 days.

Correction of Records

If an individual believes the information we hold is incorrect, incomplete, or outdated, they can request a correction in writing by contacting the Student Support Officer. The updated information will be reflected in our records within 7 days.

Complaints

If students or other stakeholders have concerns about how their personal information is handled, they can contact OBA Nursing Academy directly. We also have a Complaints and Appeals Policy and Procedures available on our website.

For inquiries regarding our Privacy policies, please contact our Administration Team via email at enrol@obana.com.au or via WhatsApp: +61 417 368 940