



Privacy statement and student declaration

PRIVACY STATEMENT

This Privacy Statement contains details about how Macquarie University (University) may collect, hold, use, process and disclose personal information about you in relation to your application, enrolment and participation in educational studies at the University as part of the Study Abroad Program. This Privacy Statement is intended to be in addition to the information provided in the Admissions and Enrolment Privacy Statement currently accessible at mq.edu.au/about/about-the-university/structure-governance/privacy/collection-personal-information.

The University is subject to the *Privacy and Personal Information Protection Act 1998* NSW and *Health Records and Information Privacy Act 2002* NSW. You can find out more information about how the University may use, disclose, process and handle your personal information by viewing our privacy policy and privacy management plan accessible on the University's Privacy page at mq.edu.au/about/about-the-university/structure-governance/privacy

PURPOSE AND INTENDED USE OF INFORMATION COLLECTED

The University collects your information on this application form for the primary purpose of meeting its obligations under the *Education Services for Overseas Students Act 2000* (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable laws and regulations in Australia and to administer and process your application, and if successful, admission and enrolment at the University.

The University may also collect and use your personal, health (sensitive) and biometric information for the following related purposes, to:

- verify your identity, visa status and prior academic and student conduct;
- provide you with access to support, services and other activities related to your enrolment as a Study Abroad student;
- communicate with you about your enrolment and activities that we consider may be relevant or of interest to you; and
- as otherwise described in the Admissions and Enrolment Privacy Statement.

Where you have consented to our processing of your information (including any special categories of personal data), you may be entitled to withdraw such consent by contacting our privacy officer at privacyofficer@mq.edu.au (Privacy Officer). Please note, however, that in certain circumstances it may still be lawful for us to continue processing this information even where you have withdrawn your consent, if another legal basis for the processing is applicable (such as that the processing is necessary for us to comply with our legal obligations).

RECIPIENTS OF YOUR PERSONAL INFORMATION

The personal information you provide in your application and during your enrolment is recorded on the University's student database and may be disclosed to the following types of organisations:

- government departments (such as the Department of Home Affairs, the Department of Education, Skills and Employment) and agencies involved in administering the ESOS Act;
- external organisations (such as other tertiary education institutions, including your home institution) where disclosure is necessary to verify your previous performance and qualifications, prior student conduct and other supporting documentation provided with your application and/or for the purpose of complying with the University's obligations under a collaboration agreement with the relevant external organisation;
- University-owned entities;
- third party service providers that the University uses to provide services on its behalf or to conduct risk assessments for the purpose of establishing Genuine Temporary Entrant status against the criteria set out by the Department of Home Affairs;
- Where applying through an approved representative or agent, to manage your application, and if successful, any offer of admission issued to you;
- Medibank Pty Ltd to progress your Overseas Student Health Cover;
- Where required by law; and
- as otherwise described in the **Privacy Statements – Admissions and Enrolment**

DISCLOSURE OF YOUR PERSONAL INFORMATION TO OVERSEAS RECIPIENTS

While your personal information is collected by the University in Australia, it is likely that your personal information will be processed and/or disclosed to overseas recipients outside your country of residence, as further described below.

To manage your enrolment, the University engages other companies and service providers to perform business functions on our behalf. We share your personal information with those service providers when necessary to perform functions related to your participation in University activities required for your studies and, including but not limited to, other administrative activities required by the University.

For the purposes of your enrolment, personal, health (sensitive) and biometric information collected in this form, will be processed by the following third party systems:

- 'AMIS' (academic management information system) - The University's student records management system. This system is hosted in Australia by Technology One Pty on the 'StudentOne' platform. Further information about Technology One Pty is currently available online at technologyonecorp.com; and
- 'Studylink' - This system is used by the University to process student passport and visa details for students who apply to study from overseas. It is hosted by Learning Information Systems Pty Limited and stores all personal and sensitive data on servers located in Australia. Further information about the StudyLink system is currently available at connect.studylink.com/about-us.

We only provide the University's third party service providers with the information necessary to perform their specific function. Where practicable, we will collect that information directly from you.

Once you are enrolled at the University, other personal information including your name, university email address, and student number will be provided to other third party service providers for the purposes of your study at the University. However, before accessing those services you will be notified about their terms and conditions and privacy requirements.

Some service providers with overseas affiliates may store limited personal data in other locations as part of providing their services, however any University service providers are still obliged to comply with applicable privacy legislation and data security requirements.

By agreeing to this Privacy Statement, you consent to the University disclosing your personal information to overseas recipients. You acknowledge and understand that while the University and its third-party processors handle your personal information in accordance with Australian laws, your information may not be subject to the same protections that are available or required in your country of residence.



SECURITY OF YOUR INFORMATION

The University's Cyber Security Policy specifies the cyber security responsibilities of Macquarie University staff, students, and other authorised users in order to protect the University's people, information, and technology assets.

The University is committed to maintaining a respectful, safe, reliable, and secure technology environment that allows it to meet organisational objectives, contractual obligations, regulatory requirements, and ethical responsibilities.

Relevant University Information Technology policies include:

- Acceptable Use of IT Resources **Policy**
- Access and Security **Procedure**
- Classification and Capture **Procedure**
- Computer and Network Security **Procedure**
- Information Classification and Handling **Procedure**

CONSEQUENCES OF REFUSING

You are not required by law to provide us with your personal information for the above purposes. However, if you choose not to provide the information requested, it may not be possible for the University to allow you to access services to which you are entitled or may expect to receive, including enrolment at the University as a Study Abroad student.

GDPR – Additional information for students from Europe or the United Kingdom

If you are a resident of a European Union Member State or the United Kingdom, the University may have agreed with your home institution that it will handle any personal information transferred to it by your home institution in accordance with the standard contractual clauses for the transfer of personal data to third countries approved by the European Union pursuant to Regulation EU 2016/679. If you would like to obtain a copy of those standard contractual clauses, please contact the University's privacy officer at the contact details listed below.

FURTHER INFORMATION

You are able to gain access to any personal information and health information that the University holds about you, subject to any exceptions in relevant legislation. For further information about information retention, access, amendments, erasure and the security of your information, please refer to the Admissions and Enrolment Privacy Statement.

The University's Privacy Policy and Privacy Management Plan provide further information on your rights and responsibilities in the management of personal and health information.

CONTACT

If you have any questions regarding privacy, you should contact the Privacy Officer at privacyofficer@mq.edu.au.

STUDENT DECLARATION

By ticking the 'I agree' box on this application form, I acknowledge and agree to the following:

1. I have read and understood the privacy statement above and agree to the collection, use, processing and disclosure of my personal, health (sensitive) and biometric information I have given in this application
2. I understand that management of this application requires the processing of my personal information by third parties who provide services for or on behalf of the University who may be based outside my country of residence, as described in the above privacy statement. I understand that Macquarie complies with applicable privacy laws, the Macquarie **Privacy Management Plan** and the **Privacy Policy** in the processing of my personal information but that those laws may not provide the same level of protection as required by my country of residence.
3. I am 16 years of age or older.
4. The information I have submitted with my application is true, correct and complete.
5. All documents submitted with this application become the property of the University and will not be returned.
6. I am a Genuine Temporary Entrant and Genuine Student for the purposes of study in Australia and applying for a student visa.
7. I have read the **Handbook** and understood the duration including holiday breaks, structure, content and modes of study of the course/s I am applying for in this application.
8. I have read the information about the University campus, accommodation options, learning resources and support services available to students.
9. The University may check my visa status on the Department of Home Affairs Visa Entitlement Verification Online facility.
10. Should I be found ineligible for admission to the nominated course/s on this application, I authorise Macquarie University to assess my eligibility for a suitable alternative course/s or pathway course.
11. The University may vary or reverse any decision it makes on the basis of incorrect, incomplete or fraudulent information provided in my application.
12. It is an offence to submit fraudulent documentation in support of my application. If fraudulent documentation is detected:
 - my application will be rejected;
 - if an offer has been made, it will be withdrawn; and
 - if a visa has been issued to me, the Department of Home Affairs will be notified; and
 - other relevant authorities (such as the NSW Police and the Independent Commission Against Corruption) may also be notified.
13. I understand that my visa may be rejected or cancelled if:
 - It is found that documents supporting my visa application are fraudulent;
 - I do not pass the Department of Home Affairs health and character checks;
 - The Department of Home Affairs is not satisfied that I am a genuine student;
 - I do not abide by the conditions of my student visa.
14. I will notify the University immediately if there is any change to the information I have given in this application.
15. I have accessed information regarding the costs associated with living in Australia for me and any dependents accompanying me at: studyaustralia.gov.au/english/live/living-costs
16. I have accessed information regarding the costs related to studying at Macquarie University at: mq.edu.au/cost-of-living
17. I have sufficient funds to finance my studies including tuition fees, ancillary costs and living expenses for me and any dependants accompanying me to Australia.
18. I understand that I can find out more about how the University may use, disclose, process and handle my personal information and health information by viewing the University privacy management plan accessible at **Privacy Management Plan** and our privacy policy accessible at **Privacy Policy**.


Applicants must personally complete the declaration above.

Third parties are not permitted to agree on the applicant's behalf.

 Signature

 Date / /
If you are under 18 years of age your parent or guardian must also sign.

 Parent Guardian

 Full name

 Signature

 Date / /
CHECKLIST
COMPLETE THE FOLLOWING CHECKLIST BEFORE POSTING YOUR APPLICATION:

- Attach certified copy of passport (Section A)
- Attach certified copies or original evidence of all academic qualifications, including transcripts and graduation certificates (Section B)
- Attach certified copies or original evidence of English language proficiency (Section C)
- If necessary, attach any other additional information or supplementary application forms (see the entry requirements for the degree you are applying for)
- Agree to the declaration on the application form (Section J)
- Has the applicant's ID been checked and verified?
- Have original or certified documents been provided, checked and verified?
- Have the documents been translated by an accredited translation organisation?
- Have you explained the program details and content, including: entry requirements, fees, campus location, the overall duration, progression requirements (if applicable) and career opportunities on completion of the program?
- Have you explained to the applicant that international students must comply with the conditions of their visa and have access to sufficient funds to finance their studies, including tuition fee, ancillary costs and living expenses for themselves and any dependants?
- Are you satisfied that applicant meets the Genuine Temporary Entrant requirements as outlined by the Department of Home Affairs?

How did you verify the application's identity and validate the details:

- Face-to-face Social networking service
- Online video interview Other (please detail below)

STUDENT OR AGENT COMMENTS (OPTIONAL)

WHEN WILL YOU KNOW?

Applications are processed continually throughout the year and processing times may vary depending on the program applied for. You (or your representative) will receive an acknowledgment of your application once assessment has commenced. The email address you provide on this application (or that of your representative) will be used for all correspondence including requests for any further information we may need and the outcome of the application assessment.

FOR AGENT USE ONLY
 I have informed the applicant of his/her obligations regarding the 'Privacy and Student Declaration'.

 Company

 Branch (optional)

 Name

 Telephone (COUNTRY) (AREA)

 Mobile

 Email

 Street Address

 City

 Postcode

 Country