



# New Era Institute

Gateway to the Future

ABN: 37 606 401 129 | CRICOS Provider Code: 03509B | RTO Code: 41543

Suite 1, Level 2, 14 Railway Parade, Burwood, NSW 2134

Tel: +61 2 89 646 457 - Mob: [+61 405 843 684](tel:+61405843684)

Web: [www.newerainstitute.edu.au](http://www.newerainstitute.edu.au)

email: [info@newerainstitute.edu.au](mailto:info@newerainstitute.edu.au)

# UNIQUE STUDENT IDENTIFIER PRIVACY NOTICE

## PRIVACY NOTICE OVERVIEW

All students must have their USI to enrol and study at New Era Institute. If you do not already have a Unique Student Identifier (USI) and you want New Era Institute to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, New Era Institute will provide to the Registrar the following items of personal information about you:

- your name, including given name(s), middle name(s) and surname(s) as they appear in an identification document;
- your date of birth, as it appears, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process. You will be required to provide evidence of relevant documentation: Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar, we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Commonwealth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Commonwealth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you have asked New Era Institute to make an application for a student identifier on your behalf, New Era Institute will have to declare that New Era Institute has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that New Era Institute has given you the following privacy notice:

## PRIVACY NOTICE

### Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing VET, VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

## Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar's Privacy Policy](#) or by contacting the Registrar on [usi@education.gov.au](mailto:usi@education.gov.au) or telephone 1300 857 536, international enquiries +61 2 6240 8740. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the *Privacy Act 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

Reference: <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

## New Era Institute Responsibilities

New Era Institute takes the management and security of personal information seriously.

Students may apply for a copy of personal information that relates to the student by contacting New Era Institute via email: [admissions@newerainstitute.edu.au](mailto:admissions@newerainstitute.edu.au)

For information about how New Era Institute collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to New Era Institute's Privacy Policy which can be found on the New Era Institute website under Student Services.

## Student's Responsibilities

**NOTE:** By signing the New Era Institute enrolment form you are agreeing to this Privacy Statement.