



Privacy Policy

1 Collection and use of personal information

1.1 Catalyst Plus will only collect personal information by fair and lawful means which is necessary for the functions of the brand and is committed to ensuring the confidentiality and security of the information provided to us.

1.2 The personal information supplied by individuals to Catalyst Plus will only be used to provide information about our brand and to maintain accurate records.

If an individual chooses not to give Catalyst Plus certain information then we may be unable to supply them with appropriate information.

2 Disclosure of personal information

2.1 Personal information about individuals with Catalyst Plus may be shared with the Australian and State and Territory Governments and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, program enrolment details and changes, and the circumstance of any suspected breach of a student visa condition.

2.2 Any person or organisation to whom personal information is disclosed as described in this policy will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

2.3 Catalyst Plus will not disclose an individual's personal information to another person or organisation unless:

a) The individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;

b) The individual concerned has given written consent to the disclosure;

c) Catalyst Plus believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;

d) The disclosure is required or authorised by or under law.

e) The disclosure is reasonably necessary for the enforcement of criminal law or of a law imposing a pecuniary penalty.



3 Security of personal information

3.1 Catalyst Plus will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up to date and complete.

3.2 Catalyst Plus will store securely all records containing personal information and take all reasonable security measures to protect, personal information collected by us from unauthorised access, misuse or disclosure.

3.3 Where Catalyst Plus has no further use for personal information for any purpose disclosed or is no longer required to maintain that personal information. All reasonable steps will be taken to destroy or de-identify the information.

4 Right to access and correct records

4.1 Individuals have the right to access or obtain a copy of the personal information that Catalyst Plus holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for an individual to access personal information that Catalyst Plus holds about them; however we may charge a fee to make a copy. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request.

4.2 If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made. Where an individual requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

4.3 Written requests for access to or to obtain a copy of personal information held by Catalyst Plus should be sent to:

Catalyst Education Pty Ltd - General Manager - Quality and Compliance
3 Wellington Street, St Kilda, 3182, Victoria

Email Disclaimer

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and permanently delete the material from your computer system.

While we have taken all reasonable steps to ensure this e-mail is virus free, we accept no responsibility and makes no warranty. You should scan attachments with the latest virus scan before opening as we will not be liable for any loss, cost or damage of any kind whatsoever caused by any receipt or use of this e-mail and attachments. No liability is accepted for any unauthorised use of the information contained in this transmission.