

Condensed Privacy Statement

Scope

This Condensed Privacy Statement applies to personal information collected by INSEARCH Limited (INSEARCH).

INSEARCH has adopted the Layered Privacy Notice format.* This document provides you with a succinct overview of how we handle your personal information.

Our [complete Privacy Policy](#) can be accessed on our website. Both this Condensed Privacy Statement and the complete Privacy Policy were last updated in April 2015.

Personal Information Handling Practices

Collection

We usually collect personal information about individuals directly from those individuals or their authorised representative.

We sometimes collect personal information from a third party or from a publicly available source, but only if:

- the individual has consented to such collection or would reasonably expect us to collect their personal information in this way, or
- if it is necessary for a specific purpose such as the investigation of a privacy complaint.

We only collect personal information for purposes which are directly related to our functions or activities and in accordance with the [Australian Privacy Principles \(APPs\)](#), [Privacy and Personal Information Protection Act 1998 \(NSW\)](#) (PPIP Act) or [Freedom of Information Act 1982](#) (FOI Act), and only when it is necessary for or directly related to such purposes.

Use and disclosure

We generally only use personal information for the purposes for which we collected it - purposes which are directly related to one of our functions or activities.

We do not give personal information about an individual to other Government agencies, third party service providers or anyone else unless one of the following applies:

- the individual has consented;
- the individual would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, organisations or agencies;
- it is otherwise required or authorised by law;
- it will prevent or lessen a serious and imminent threat to somebody's life or health; or
- it is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of public revenue.

Where INSEARCH discloses personal information to an overseas entity, reasonable steps will be taken to ensure the entity to which the information is disclosed treats the information in a manner consistent with the APP's.

INSEARCH does not disclose student personal information to Channel Partners and agents following a student's enrolment in an English course or academic program.

Data security

We take steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure, and against other misuse.

When the personal information that we collect is no longer required, we destroy or delete it in a secure manner, in accordance with the [INSEARCH Records Disposal Authority](#).

Your choices

You can access the personal information that we hold about you, and you can ask us to correct the personal information we hold about you. For more information, see our [complete Privacy Policy](#) – ‘access and correction’.

If you are listed on one or more of our [media](#) or [network](#) email lists you can opt out at any time. You can unsubscribe by using the ‘unsubscribe’ options noted in our emails.

Our obligations

In respect of privacy, INSEARCH is bound by the APPs, along with the PPIP Act.

For more information see our [complete Privacy Policy](#).

How to contact us

For further information [contact us](#) by:

- phoning 02 9218 8793 during normal business hours;
- writing to the Privacy Officer, INSEARCH Limited, PO Box K1085, Haymarket NSW 1240;
- or
- emailing privacy@insearch.edu.au