

Learning Equity Office

Privacy and Confidentiality Statement

The personal information you provide to the Learning Equity Office is used for the primary purpose of providing adjustments to assist your learning at the Cairnmillar Institute.

Your personal information is used to register you with the Learning Equity Office, administer educational adjustments and provide non-identifiable information to the government for statistical purposes.

This information is not released to others outside of the Learning Equity Office unless prior consent is obtained by you. You may withdraw your consent at any time in writing. Please note that our ability to provide academic adjustments may be limited without permission to share information about you. The information shared is relevant to the impact of your condition on your studies and only to specific Cairnmillar Institute staff that are involved in implementing academic adjustments for you.

Privacy

The Cairnmillar Institute respects the privacy of individuals and the security of their personal information. We comply with the requirements of the *Privacy Act 1988* and the *Australian Privacy Principles* in the collection, management, and disclosure of your personal information. Please refer to the Cairnmillar Institute FSP006 Privacy Policy for more information.

Level of Disclosure

Some academic adjustments may require the release of your information. Please note below the level of disclosure that you consent to in the arrangement and provision of academic adjustments:

☐ I give consent to Learning Equity to *fully disclose* details of my disability/ health condition and related academic impacts to relevant staff at the Cairnmillar Institute for the purpose of providing adjustments to my learning.

☐ I give consent to Learning Equity to disclose *only the impacts* of my disability/health condition to relevant staff at the Cairnmillar Institute for the purpose of providing adjustments to my learning.

Student name

Student signature..... Date: