

# RPC E-Learning Privacy Statement

## 1. Collection of Information

### Enrolment and Registration forms

If personal information is collected via a website and held, every effort will be made to ensure that this is done by sufficiently secure means.

For certain applications, our site's enrolment and/ registration forms require users to give contact information (like name and e-mail address) and unique identifiers (like login identification and student number).

### External Links

The modules contain links to other sites. RPC is not responsible for the privacy practices or the content of such web sites.

## 2. Use of Personal Information

Personal information you supply on-line will be used by RPC staff in conducting the business of RPC. Such uses include matters related to course participant administration, provision of services and the dissemination of information to staff, prospective and current course participants and remaining in contact with graduates. RPC may also use your IP address to help diagnose problems with a server and to administer a web site. Your IP address is sometimes used to set up individual sessions to provide secure logins.

## 3. Disclosure of personal information

RPC will not disclose personal information concerning you to parties outside the program.

## 4. Data Quality/Access

RPC will always try to maintain accurate, complete and up-to-date information regarding staff and course participants. If you think that your personal information retained by RPC requires changing please contact your RPC course coordinator as appropriate.

## 5. More information

For more information, view [The Office of the Victorian Privacy Commissioner](#).