

Student Name:

(Include middle names - this must be your full legal name exactly as it is on Identity documents)

USI Privacy Notice

You need to create your own Unique Student Identifier on the website www.usi.gov.au and supply the number to Open Access College for verification. When you have created your USI you need to give permission to The Open Access College and the Marden Senior College RTO to access your USI record

Please return this Privacy notice and signed acceptance to Open Access College.

If you do not already have a Unique Student Identifier (USI) and you want The Open Access College and the Marden Senior College RTO to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Open Access College will provide to the Registrar the following items of personal information about you:

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

When we are asked to 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.

Copies of Identity documents supplied to Open Access College can include any one of the following valid Australian forms of ID:

- Driver's License
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate

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 Cth (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 or under 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 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask The Open Access College and the Marden Senior College RTO to make an application for a student identifier on your behalf, The Open Access College and the Marden Senior College RTO will have to declare that The Open Access College and the Marden Senior College RTO 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 Open Access College has given you the following privacy notice:

