

# Your Privacy at Leyshon Group

## **An important message to all students**

The Directors of Leyshon Group are sensitive to the concerns that companies and individuals may have with regards to the confidentiality, security and use of their personal information collected by the various group companies via operations and our web sites, and would like to reassure you of our position on this matter.

Leyshon Group encourages all companies and individuals dealing with the group to check the Leyshon Group privacy policy on its website, [www.leyshongroup.com.au](http://www.leyshongroup.com.au), regularly as this privacy policy may change from time to time. If you have any suggestions or concerns that are not addressed in this privacy statement or the web-based privacy policy, please contact us.

Leyshon Group has prepared its policies and procedures, in accordance with Schedule 3 of The Privacy Act 1988, to ensure that personal information is protected.

## **What information does Leyshon Group hold?**

Leyshon Group only holds information relevant to the contractual arrangements between itself and students. Our records include information that identifies you (like your name and address) and other information supplied by you. We may also hold or collect information from other sources such as the Swinburne University.

## **How does Leyshon Group use this information?**

We use your personal information to:

- Efficiently manage and administer our services to you.
- Ensure our internal business operations are running smoothly and we fulfill all legal requirements.

## **What rights does Leyshon Group have to disclose your personal information?**

We may disclose your personal information to:

- Our external service providers that provide service to us. This is on a confidential basis and may include, for example, the Swinburne University, insurance brokers, insurance companies and mailing houses.
- Credit agencies in the course of managing your account.
- Anyone acting on your behalf, such as a solicitor, accountant or other persons nominated by you.

## **Your authority**

By continuing to deal with Leyshon Group, you consent to us maintaining, using and disclosing your personal information as set out in this document.

## **What are your rights?**

You can request access to the personal information that we keep on file. If you believe that any information is out of date or incorrect, you may ask us to correct it. We may charge you a reasonable fee for processing your request to access your information.

If you have any further questions about this privacy statement, please call us on (03) 9735-9309.