

Griffith College Privacy Notice

Document Name	Griffith College Privacy Notice
Brief Description	Photography / Videography Privacy Notice
Responsibility	Marketing Department
Initial Issue Date	25/9/24

Date	Version Number	Summary of Changes	Reviewer name & department

1. Introduction

Navitas respects your right to privacy. This privacy notice explains who we are, how we collect, share, and use personal information about you, and how you can exercise your privacy rights.

Navitas reserves the right to make changes periodically to this Privacy Notice at our discretion, when needed. Any changes will be communicated to you, so you are kept up to date with the information you are entitled to.

2. Navitas

Navitas is a global education provider (ABN 69 109 613 309). Our head office is in Perth, Western Australia at the following address:

Navitas Pty Ltd Level 8 Brookfield Place
125 St Georges Terrace PERTH WA 6000 Australia

The Company has subsidiary companies and affiliated organisations operating in Australia, New Zealand, Canada, UK, Europe, Africa, Southeast Asia, North Asia, South America, the Middle East, and the USA, collectively called the “Company”.

The European head office is in the UK at the following address:

Navitas UK Holdings Limited
The Lambourn
Wyndyke Furlong
Abingdon
Oxfordshire
OX14 1UJ

You can contact Navitas for any privacy related questions or concerns, from any country in the world by emailing the Privacy Team at privacy@navitas.com.

3. The personal data we collect from you and how we will use it

Griffith College are collecting from you the following data personal data and photo/video of your image and voice:

- Full Name
- Email

Information Classification: Public

- College/Campus
- Photograph / Video

We will use these photos/videos to promote Griffith College and appeal to students from all backgrounds.

The purpose of the photoshoot is listed below, for full clarity.

- Promote Griffith College to potential students and attract them to study in Queensland
- Capture students in their academic and social environments.
- Showcase the student experience available, as well as the facilities within the campuses
- Celebrate and demonstrate student diversity

The consent form you may be provided with, along with this privacy notice, asks for your very specific consent to the different ways in which Griffith College would like to use your image and personal data. This is detailed here for clarity and transparency. It is entirely up to you which of the following you wish to give your consent to. You may consent to all, or just some of the choices presented to you.

- Griffith College website
- Griffith College social media platforms
- Griffith College offline advertising campaigns (direct mail, posters, event stands)
- Griffith College online advertising campaigns (promoted social media posts and adverts, search engine adverts, education platform adverts)
- Griffith College promotional brochures
- Griffith College promotional flyers
- Griffith College promotional event banners
- Griffith College promotional presentations to prospective students
- Griffith College video productions

You are entitled to withdraw your consent at any time and Navitas will remove your photo/s from the promotional material to which you have consented. However, please note that should you consent to your image being used for brochures and flyers, best endeavors will be made to withdraw the brochures and flyers, but there may be some copies which are no longer retrievable. This should be carefully considered when you give consent.

You may withdraw your consent by contacting us at privacy@navitas.com.

Alternatively, you can contact us via our website contact details at www.navitas.com.

Should you have any questions about this privacy notice, please contact us on privacy@navitas.com.

4. The lawful basis for collecting and processing your personal data

Article 6 condition for lawful processing is – Consent

5. How long do we keep your Personal Data?

We will keep and use a copy of your photograph for 5 years, at which point it will be securely deleted, and not used from that point.

6. Sharing your Personal Data

Navitas is a global organisation. We have operations in many different geographic regions and our head office is in Australia, therefore, we will sometimes need to share your personal data internationally, within our business.

Where your personal data is shared internally across Navitas and the countries it resides in, there is an Intra-Group Data Sharing Agreement, which includes the required safeguards, including, for example, the new Standard Contractual Clauses, from the UK Information Commissioners Office (ICO).

7. International Transfers of your Personal Data

Your personal data will be kept by Griffith College and not transferred further. Navitas is a global organisation but we have an intra-group data sharing agreement which covers the safe use of your data within our organisation globally.

8. Your rights over your Personal Data explained

The rights you have may be different depending on where you live in the world, or where in the world Navitas is using your personal data.

If your country is not listed below, please contact: privacy@navitas.com for further information.

If you live in the UK or the EU (including Liechtenstein, Norway, and Iceland) your rights are listed below. Depending on what lawful basis is being used to collect and process your

personal data, some of the data subjects rights may not be engaged. We have highlighted those which apply to you in respect of the personal data we are using in this privacy notice, below in bold. You also have the right to withdraw your consent any time by contacting us at privacy@navitas.com.

- Right of access – Request a copy of the personal data Navitas holds on you.
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to Portability
- Right to object
- Automated individual decision-making, including profiling

If you live in Australia, you have the right to:

- Request anonymity and pseudonymity
- Request for information not to be used for marketing purposes
- Access and review personal data we hold about you
- Rectify/correct any inaccurate personal information we hold about you

If you live in New Zealand or Canada, you have the right to:

- Access and review personal data we hold about you
- Rectify/correct personal data we hold about you

If you live in the United States of America, you have the right to:

- Access and review personal data we hold about
- Rectify/correct personal data we hold about you
- Be informed of any disclosures
- Request deletion of your information

For any questions, queries, or to make a request, no matter where in the world you are located, please email privacy@navitas.com.

9. Questions or issues you may have

If you are contacting us to complain about an alleged breach of this Privacy Notice, or you have a question, please provide us with as much detail as possible so that we can deal with your concern quickly and effectively. We will take every privacy complaint seriously and assess it with the aim of resolving the issue swiftly.

10. Our Contact Details

If you wish to contact the DPO for Navitas, and raise any queries or concerns, they can be contacted via privacy@navitas.com.

11. Contacting your Supervisory Authority

If you need to make a complaint about how Navitas collects and uses your personal data, we kindly ask that you contact us in the first instance on privacy@navitas.com. The Regulators, no matter what country they reside in, would prefer that Navitas tries to resolve any issues with you first before you contact them.

However, the Regulators are there for your concerns, and if you feel Navitas has not handled your complaint appropriately, we encourage you to contact them. Navitas is committed to open and transparent processing of your personal data and welcome the Regulators view.

You may contact the Regulator in whichever country you live and details of them can be found via a quick Google search, if you are not already aware of them. Alternatively, please reach out to our privacy term for advice, they will be happy to assist you.

UK

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email: casework@ico.org

Telephone: 0303 123 1113

Website - www.ico.org.uk

Australia

Australian Information Commissioner (OAIC)

Telephone +61 1300 363 992

Email: enquiries@oaic.gov.au

Website: www.oaic.gov.au