

## INFORMATION COLLECTION NOTICE (UPA)

This Information Collection Notice is a requirement of data privacy legislation and contains details about how your College or campus (which is a part of the Navitas Pty Ltd Group of Companies) our related entities and associates (**we, us, our**) may collect, hold, use and disclose personal information about you. You can find out more about how we may deal with your privacy by viewing our privacy policy at: [https://www.navitas.com/privacy\\_policy](https://www.navitas.com/privacy_policy)

We collect personal information through a variety of sources, as detailed in our Privacy Policy. One of the ways that we collect personal information is through the recording of lectures and tutorials as part of our digital learning and teaching experience. Lectures, tutorials, seminars, break-out groups and other learning activities may be recorded through our video conferencing tools, such as Zoom.

Recordings are stored securely in line with our data retention policy.

Learning and teaching sessions are recorded to make them available to students who may not have been able to attend the 'live' session and so that students may revisit the session for revision purposes. Recorded sessions may also be used by staff within the College, campus and Navitas to ensure the ongoing quality of our course delivery and for sharing good practice. When a class is being recorded, a 'recording icon' will be visible within the video conferencing platform. Further information can be found in the '*Recording of Live Course Content Policy*' by following the link below or checking on your College website.

<https://navitas.sharepoint.com/:b:/s/public/EapRjlahfuJFhsYPem4lpp8Bw5zfdKAahaUnlt0DVdHEDg?e=yScrz6>

If you want to lessen any processing of your personal information, you can choose to 'opt out' of a recorded session by switching off your camera or your microphone when not actively participating in the session. If you choose not to participate in sessions that are recorded, we may be unable to provide you with access to the learning activities delivered in our digital learning and teaching experience. If you are in any doubt about your participation and ability to access the digital learning and teaching experience, please contact your teacher or the student services staff in your College.

Our privacy policy ([https://www.navitas.com/privacy\\_policy](https://www.navitas.com/privacy_policy)) contains details of how you may: access your personal information held by us; seek the correction of such information; and, make a complaint against us if you are of the view that we have breached relevant legislation.

Please direct all complaints and queries about your privacy or our privacy policy to the Data Protection Manager for Australasia by email on: [DPMA@navitas.com](mailto:DPMA@navitas.com)

You can unsubscribe at any time by clicking '*unsubscribe*' on our email communications or by contacting our data protection manager on: [DPMA@navitas.com](mailto:DPMA@navitas.com) and/or [privacy@navitas.com](mailto:privacy@navitas.com)