

AIB REFERRAL PROGRAM – PRIVACY COLLECTION STATEMENT

By participating in the Australian Institute of Business Pty Ltd ACN 009 115 422 (**AIB, we, us, our**) Referral Program, AIB will collect personal information about you and individuals that you refer as part of the AIB Referral Program.

If you are an existing student, who is referring a friend, we will collect your name, AIB student identification number, email address, phone number and other information we consider necessary to provide our services and for participation in the AIB Referral Program, including bank account details.

If you are being referred by your friend, we will collect your name, email address, phone number and country of residency.

In limited instances, we may collect your personal information from others, such as those who refer you to AIB, as part of this AIB Referral Program. Otherwise we will collect your personal information directly from you, in forms you complete for us, and your interactions with us and our staff, such as via our websites, over the phone, via email or in person.

We will handle your information for the purpose of conducting the AIB Referral Program, for the provision of our services and information about our services if you have been referred to us, for our internal management purposes, to manage our relationship with you, to comply with any law and to conduct our business generally.

In carrying out these activities, we may disclose your personal information to other third parties as directed, our advisors and third parties who provide products and services to us, to our related entities and as otherwise required or permitted by law. Generally, we will not disclose your personal information to third parties located overseas except where we are permitted or required by law, or with your consent.

Where you consent, we may contact you with updates about AIB. If you no longer wish to receive communications of this nature from us you may opt out at any time by contacting us on the details below or as set out in the communication.

If you do not provide us with the information we request, we may be unable to accept or process your application as part of the AIB Referral Program or otherwise provide you with the services that you seek.

Our Privacy Policy is available at the policies and procedures section of the AIB website and <https://www.aib.edu.au/privacy-legals/> includes additional information about the way we handle personal information, including how to seek access or correction of your personal information, and how to complain if you believe we have breached our privacy obligations and how we will handle your complaint.

For further information or if you have any questions about our personal information handling practices, you may contact us via the details below:

Attention: Privacy Officer
Australian Institute of Business
Level 16, 1 King William Street
Adelaide SA 5000
Email: quality@aib.edu.au