

Associate Degree in Policing Practice Student Authority

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1. Instructions

- **This form can be completed online. You can then save it and upload it with your online Application for Admission or by using the “submit” button below, submit your Student Authority by email to the Admissions Office.**
- You will need a digital signature and if you haven't used or created one before please refer to the [“Making a Digital Signature”](#) module in the [CSU IT Self-Help Guides](#).

2. Privacy Information

The University and the NSW Police are both subject to the *Privacy and Personal Information Protection Act 1998 (NSW)*. This notice is designed to satisfy Section 10 of the Act that requires the University to tell potential and current students in the Associate Degree in Policing Practice that their personal information will be shared with (disclosed to) the NSW Police.

The Associate Degree in Policing Practice is offered by the University through its School of Policing Studies at the NSW Police Academy in Goulburn. The course is offered in collaboration with the NSW Police Force. Because of the partnership between the University and the NSW Police, personal information you provide is shared with the NSW Police. The personal information you provide will not be made available to any other person or organisation outside of the University for processing or for any other purpose without your consent (see Section 4 of the Student Authority form below).

The Associate Degree in Policing Practice is also offered in partnership with the third party institutions: the University of Western Sydney and Rail Corporation NSW. If you are applying for the Associate Degree in Policing through one of these partnership agreements, you will also need to consent to sharing your information with these third party institutions.

Section 19 (1)(a) of the Act permits the University to disclose the personal information to the NSW Police because “the disclosure is directly related to the purpose for which the information was collected, and the agency disclosing the information [the University] has no reason to believe that the individual concerned would object to the disclosure”.

The personal information that is shared includes information provided in relation to:

- the Application of Admission form and any documents attached to that form;
- enrolment in the course including information about fees and scholarships;
- academic performance in the course including conduct and performance in the class and in fieldwork, assignment and examination results, progress, “at risk”, appeals and exclusion; and
- academic or general misconduct dealt with under the University's regulations.

Your personal information will be stored in the files of the Student Administration unit for a period of 6 (six) years after your course of study has been discontinued or completed, and then destroyed.

You may access your personal information to ensure that it is not inaccurate, irrelevant to the purposes for which it was collected, misleading, incomplete or out-of-date. You may also ask us to amend any of the information we hold about you or add comments or explanation in relation to the information we hold on you. To do any of these things you should contact::

Partnerships & Pathways Division of Student Administration PO Box 1268 Albury, NSW 2640

Email: poladpp@csu.edu.au

If you are unhappy with the way we have handled or failed to handle your personal information you may apply to have the matter reviewed by lodging a formal application with the ombudsman on the link <http://www.csu.edu.au/division/plandev/ombudsman/>

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3. Your Details

Given name: _____ Family name: _____
Date of birth: _____ Email: _____
(DD-MMM-YYYY)
Student Number (if known): _____ Telephone No.: _____

4. Your Authority

By signing and submitting this Student Authority:

- I acknowledge I have read the Privacy information in Section 2 above; and
- I hereby give permission for the information set out below to be released by Charles Sturt University to the NSW Police Force for administrative and admission purposes and for monitoring my progress in the Associate Degree in Policing Practice and for promotion should I be employed by the NSW Police Force.
 - a) the Application of Admission form and any documents attached to that form;
 - b) enrolment in the course including information about fees and scholarships;
 - c) academic performance in the course including conduct and performance in the class and in fieldwork, assignment and examination results, progress, "at risk", appeals and exclusion; and
 - d) academic or general misconduct dealt with under the University's regulations.
- In addition I give permission for the information set out above to be released by Charles Sturt University to the third party I have nominated below under whose partnership agreement I have applied/enrolled in the course: *(please tick as appropriate)*
 - University of Western Sydney (Cross Institutional - Diploma of Policing Practice Program)
 - Rail Corporation NSW
 - Not Applicable *(tick this box if you are not part of the above two institutions)*

Student Signature: _____

Date: _____ (DD-MMM-YYYY)

Link to: [How to create a digital signature](#) Your digital signature will prevent later editing of information you entered. If you want to change information after you have signed the form, right-click on the signature panel and clear the signature.