

## Privacy Notice<sup>1</sup>

**Why we collect your personal information:** As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Failure to provide this information may mean we are unable to enrol you as a student.

**How we use your personal information:** We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### How we disclose your personal information:

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

**Surveys:** You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

**Contact information:** At any time, you may contact Byron Region Community College to: - request access to your personal information, correct your personal information, make a complaint about how your personal information has been handled, ask a question about this Privacy Notice.

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<sup>1</sup> National Vet Data Policy December 2020 v3.0

## Consent to use and disclosure of personal information to the department of industry and other government agencies and privacy notice

Under the *Data Provision Requirements 2012*, **Byron Community College** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER); and or Commonwealth and State or Territory government departments and authorised agencies.

I \_\_\_\_\_

(First, middle and last Name)

Of \_\_\_\_\_

(current residential address)

with date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information, (including my ethnicity or health information) (together Personal Information) collected by **Byron Community College** may be disclosed to the Department of Education (Department).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that the Department or an NCVER employee, agent or third party contractor or other authorised agencies may contact me by telephone, email or post during or after I have ceased subsidised training with **Byron Community College** for the purposes of evaluating and assessing my training.

PRINT FULL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Note: A typed name will not be accepted as signature. If under 18 years of age at the time of giving consent, then the consent of their guardian is required*

\*If student is providing **verbal consent**, please confirm the following below:

The above-mentioned student has provided verbal consent that the Consent to Use & Disclose Personal Information, including the Privacy Notice under the Data Provision Requirements 2012, has been recited, or made available for them to read.

(Staff Member Name) \_\_\_\_\_ Date: \_\_\_\_\_

PRINT FULL NAME OF GUARDIAN: \_\_\_\_\_

SIGNATURE OF GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_