

Policy Name	RTO VET DATA PRIVACY NOTICE		
Purpose	The purpose of this policy is to set out the privacy information a Young Person and their parents/carers needs to know before they enrol with a registered training organisation (RTO).		
Scope	All prospective and currently enrolled Young People, Parents/Carers		
Policy Category	RTO		
References	<i>National Vocational Education and Training Regulator Act 2011</i> <i>Student Identifiers Act 2014</i> Data Provisions Requirements National VET Data Policy AITC Privacy Policy and Collection Notices		
Status	Approved	Supersedes	Nil
Authorised by	RTO CEO	Date of Authorisation	27 Feb 2020
Review Period	1 year	Next Review Date	27 Feb 2021
Policy Owner	RTO Manager		

RTO VET DATA PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Australian Industry Trade 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).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Australian Industry Trade College for statistical, administrative, regulatory and research purposes. The Australian Industry Trade College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

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).