



NATIONAL VET DATA POLICY - SCHEDULE 1 INFORMATION REGARDING YOUR PRIVACY

In December 2020 the National VET Data Policy was updated and a summary of the information regarding the protection of your personal details is below.

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.

As of 1 January 2015, all students undergoing nationally recognised training in Australia must have a Unique Student Identifier. If you do not already have a USI you will need to obtain one prior to starting your course. A USI can be created at www.usi.gov.au

Without your provision of personal information we will be unable to enrol you in your chosen course.

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 or contact us for a printed copy.

If you would like to seek access to or correct your information, in the first instance, please contact NFI 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> or contact us for a printed copy.

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. Any survey you receive which comes directly from The National Finance Institute is required to be completed please.

Contact Information

At any time, you may contact The National Finance Institute to: request access to your personal information, correct your personal information, make a complaint about how your personal information has been handled or ask a question about this Privacy Notice.

Contact the Privacy Officer

Privacy Officer: Peter Heinrich

PO Box 1354

Capalaba Business Centre Qld 4157

Telephone: 1300 765 400

Email: enquiries@financeinstitute.com.au

National Finance Institute Privacy Policy

You can read the Privacy Policy for the National Finance Institute at [NFI Privacy Policy](#) or contact us for a printed copy.