

Privacy Policy

Purpose

The purpose of this policy is to ensure that ABC Licence Training takes all measures to comply with the Privacy Act 1988 and Australian Privacy Principles with regards to its learners' information and details. ABC Licence Training is committed to protecting and maintaining the privacy, confidentiality, accuracy, and security of its learners' personal information.

This policy is to be read in conjunction with the Records Management Policy of ABC Licence Training to understand how the collected information will be retained and their retention duration.

Process

ABC Licence Training and all co-providers acting on behalf of ABC Licence Training will collect information directly from its learners from time to time. The method of collecting the required information maybe through enrolment forms, feedback forms or any other that maybe required for effective operation of the organisation.

The personal information collected by ABC Licence Training will include but is not limited to:

- Personal and contact details (current residential address, mobile number(s), email address etc.)
- Academic/Educational history (statement of attainments, testamurs, record of results etc.)
- Employment details, where relevant
- Information pertaining to demographics, disability or other individual needs, place of birth, citizenship, indigenous status etc.
- Information required for the successful verification/creation of USI for each learner (Full name including any middle names, date of birth, country of birth, gender etc.).

Disclosure of Collected Information

As a compliant Registered Training Organisation; ABC Licence Training is required to collect certain information of its learners and provide these to external bodies such as the National

VET Regulator and other licensing/regulatory bodies. Please refer to the VET Data Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice> to understand these requirements better.

In accordance with clause 7.5 of the of the SRTOs; ABC Licence Training is also required to collect and disclose information regarding its learners to NCVET (National Centre for Vocational Education Research Ltd.) and to relevant regulatory training authorities. The NCVET is responsible for collecting, managing, analysing, and communication research and statistics about the Australian VET Sector. NCVET will collect, hold, use and disclose your personal information in accordance with the Privacy ACT 1988, the VET Data Policy and all NCVET policies and protocols. Please refer to NCVET's privacy policy at ncver.edu.au/privacy.

The information disclosed to NCVET maybe used and disclosed for the following purposes:

- Populating authenticated VET transcripts
- Understanding how the VET market operates, for policy, workforce planning and consumer information.
- Administering VET, including program administration, regulation, monitoring and evaluation.
- Facilitating statistics and research relating to education, including surveys and data linkage.

ABC Licence Training also reserves its rights to disclose information where it is required and authorised by, or under law. ABC Licence Training will ensure that only authorised parties, for valid legal purposes, will be provided access to the information. In all other cases and where practicable, ABC Licence Training will seek the written permission of its learner for disclosure of any personal information.

Access to Personal Information

Students/Learners of ABC Licence Training can request access or correction to their personal records by contacting the college at admin@abcfirstaid.com.au. ABC Licence Training will accept only written requests and will request proof of identity before any information is disclosed. It is a learner's obligation to ensure that their contact details are up to date with ABC Licence Training.

WHSQ Privacy and Confidentiality – General Construction Induction Training

ABC Licence Training will treat any personal information only as authorised by law, and in relation to such personal information, will promptly notify the Regulator upon becoming aware of any breach or suspected breach of the IP Act.

ABC Licence Training will not transfer any personal information collected or accessed in connection with issuing GCIT cards, outside of Australia, except with the prior written consent of the Regulator; and take any steps to prevent unauthorised use or disclosure of personal information collected or accessed in connection with issuing GCIT cards.

Complaints in Case of a Breach of this Policy

All students or learners have the right to make a complaint if they are under the assumption that ABC Licence Training has breached the Australian Privacy Principles and their personal information was mishandled. All complaints must be lodged and will be considered in accordance with the Complaints and Appeals Policy of ABC Licence Training.

Management Action and Responsibility

All staff including authorised third parties and licensees/franchisees are responsible for the implementation of this policy. The CEO holds the overall authority to approve this policy.

Definitions

- **NCVER:** National Centre for Vocation Education Research is the national professional body responsible for collecting, managing, analysing and communicating research and statistics on the Australian vocational education and training (VET) sector.
- **National VET Regulator:** The National VET Regulator is responsible for the registration and audit of registered training organisations (RTOs), and accreditation of courses in the vocational education and training (VET) sector. The Australian Skills Quality Authority (ASQA) is the national regulator for VET in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, South Australia and Tasmania.

- **USI:** A Unique Student Identifier is an individual's education number for life. It also gives an online record of all VET training undertaken in Australia since 1st January 2015.

Legislative Context

The legislative base for this policy is as follows:

- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations 2015
- Privacy Act 1988
- National VET Data Policy
- Data Provisions Requirement 2012
- Student Identifiers Act 2014.
- Information Privacy Act 2009