



National VET Data Policy (Privacy Notice) January 2021

The National VET Data Policy has recently changed and along with it the mandatory Privacy Notice which describes how personal information is collected, used, retained, disclosed and the legislative framework in which these activities operate.

Comprehensive and timely data on vocational education and training (VET) is important for increasing the efficiency and transparency of Australia's VET sector, to improve understanding of Australia's VET market and management of the national VET system. The National VET Data Policy (available at <https://www.dese.gov.au/national-vet-data/resources/national-vet-data-policy>) brings together requirements for collecting nationally consistent data about VET activity and processes, and for using data in statistical collections and national surveys.

Australian College of Management and Innovation (ACMi) must use the new Privacy Notice when enrolling students from 1 January 2021 onwards and has incorporated this Privacy Note in its enrolment processes.

As existing students continuing their studies into 2021 must also be made aware of this new Privacy Notice access to it has been published on the ACMi website: <https://www.acmi.wa.edu.au/index.html>

1. Privacy Statement

- a) ACMi College respects the importance of securing any form of personal information which is collected from prospective students, student(s) and/or other Stakeholders. Information collected is only utilised for the purpose gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.
- b) ACMi College has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's 2015 and/or the National Code 2018.
- c) Students enrolled on a study visa are required – in accordance with their visa requirements, to ensure their personal information and contact details are maintained and current Students have a right to access and alter their personal information.
- d) The college has the right to all the media images taken by the college during the student's studies at the college, this includes photographs, video and DVD images.

2. Privacy Notice

- a) Under the *Data Provision Requirements 2012*, Australian College of Management and Innovation (ACMi) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- b) Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Australian College of Management and Innovation (ACMi) for statistical, administrative, regulatory and research purposes. ACMi may disclose your personal information for these purposes to:
 - c) 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.
- d) 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.
 - e) 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).
 - f) For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Why we collect your personal information





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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.

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.

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 **Mr Muhammad Junaid Khan** (CEO/Emergency Student Services) via:

Mobile: + 61 425 611 786 or Email admin@acmi.wa.edu.au 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.
- ACMi website: <https://www.acmi.wa.edu.au/index.html>

