
Privacy Statement

Privacy Notice

Under the *Data Provision Requirements 2012*, Affordable Industry Training 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 and your training activity data) may be used or disclosed by Affordable Industry Training for statistical, regulatory and research purposes. Affordable Industry Training may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

All personal information will be securely held by Affordable Industry Training for 30 years to comply with QLD Department of Education standards.

Personal information collected by Affordable Industry Training will be stored in a safe password protected program as well as any written forms are stored in locked filing cabinets in a locked storage facility.

Apart from where consent is obtained from the client or where disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that by doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring or interfering (intentional or unintentional) with our rights or property.

We may also disclose personal information when we believe that the law requires disclosure. Our employees and contractors who provide services are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.