

# Privacy Policy

## PURPOSE:

1. To ensure Superior Training Centre maintains the privacy of personal information provided to Superior Training Centre Superior Training Centre from Staff and Students.

## SCOPE:

2. This document describes Superior Training Centre Privacy Policy. The Commonwealth Privacy Act 1988 requires companies to comply with the National Privacy Principles. Superior Training Centre is committed to the Australian Privacy Legislation in the way it collects, uses, secures and discloses personal information.
3. In December 2020 the National VET Data Policy was updated and a summary of the information regarding the protection of your personal details is in Schedule 1 of this policy.

## PROCEDURE:

4. We lawfully collect personal information that is necessary for our business to function. The information we collect and hold will depend upon the products and services requested and may include but not limited to:
  - a) Your name
  - b) Date of birth
  - c) Address
  - d) Contact details
5. Superior Training Centre use the information collected for the purpose disclosed at the time of collection or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, Superior Training Centre will only use and disclose your personal information:
  - a) To establish and maintain your relationship as a customer of Superior Training Centre
  - b) To provide the products and services you have requested from Superior Training Centre To administer and manage those products and services
6. Superior Training Centre will have on display the following policy statement for Students/candidates.

'We will not disclose any information that we gather about our staff or Students to any third party. We use the information collected only for the services we provide. No staff or client information is shared with another organisation. If staff or client information

is required by a third party, we will obtain written consent from the relevant staff or client prior to release of any information’

Should staff or Students seek access to their information we have a documented procedure requiring authorisation before this can occur’.

7. Access to client/candidate personal information is available on application through the General Manager of Superior Training Centre. Access to personal information will be controlled always.
8. Access to personal information must be request by submitting and having approved, an Access Authorisation Form.
9. A person requesting the information will be accompanied for the entire time they are in possession of their personal information by the RTO Manager of Superior Training Centre.

## **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](http://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 (DoE), 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, 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](http://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 STC.

DoE 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 DoE will handle your personal information, please refer to the DoE VET Privacy Notice at <https://www.education.gov.au/using-site/privacy> 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 Superior Training Centre (STC) is required to be completed please. Contact Information At any time, you may contact Superior Training Centre 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