



Personal Information Privacy Policy

1. Purpose

As a registered training organisation (RTO), Current Training is required by governing bodies to collect your personal information, so we can process and manage your enrolment in vocational education and training (VET) courses you undertake with us.

Due to the Governing bodies requirement for Current Training to collect your personal information, if you do not provide the necessary details, then as an RTO, Current Training legally is **unable** to enrol you as a student in the course you are wishing to undertake.

Current Training is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Current Training is required to comply with Federal law regarding Privacy and confidentiality of employees, clients, and contractors.

The purpose of this policy is to outline how Current Training complies with Privacy Act 1988, Australian Privacy Principles (APPs) and the National VET Data Policy December 2020.

2. Policy Statement

Current Training uses the personal information you provide to enable us to deliver VET courses to you otherwise, as needed, to comply with our obligations as an RTO.

Current Training is committed to complying with its obligation under Privacy Act 1988, and the associated Australian Privacy Principles (APPs), and the National VET Data Policy December 2020. Specifically, in the way it collects, uses, secures and discloses personal information. Current Training is committed to safeguarding any confidential information obtained by the RTO.

Current Training will ensure:

- It maintains and provides a current Privacy Policy.
- Information gathered for the express purpose of training and assessment matters will not be disclosed to a third party unless prior written consent is provided by the individual concerned, except that required by law.
- The secure storage of all records.
- The confidentiality of all information maintained on records.



3. Legislation

Current Training, is obligated by law (under the National Education & 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.

4. 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>.



Because Current Training deliver funded programs on behalf of the Department of Small Business and Training (DESBT) we are also obligated to provide the department your personal information when requested, and through AVETMISS reporting. The departments privacy policy is available at the below website.

<https://www.publications.qld.gov.au/dataset/desbt-corporate-documents/resource/6ddc87de-ef73-4baf-8ebd-3309da44fc6f>

Current Training also delivers funded short courses and higher-level skills and skill recognition courses on behalf of Construction Skills Queensland (CSQ) their privacy policy can be accessed through the below link.

<https://www.csq.org.au/privacy-policy/>

5. 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.

Current Training will also ask for NCVER surveys to be filled out at times through your training and will also ask for employers to fill out survey's during your training. The information you provide will be made available to the NCVER.

6. Contact Information

At any time, you may contact Current Training (Qld) Pty Ltd 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

Email: admin@currenttraining.edu.au

Phone: 07 3204 0527

www.currenttraining.edu.au/privacyinformation