

### **Victorian Government VET Student Enrolment Privacy Notice**

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors, and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

#### **Collection of your data**

National Training Services RTO 21254 is required to provide the Department with student and training activity data. This includes personal information collected on the National Training Services RTO 21254 enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

National Training Services RTO 21254 provides data to the Department in accordance with the [Victorian VET Student Statistical Collection Guidelines](#).

#### **Use of your data**

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

#### **Disclosure of your data**

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

#### **Legal and Regulatory**

The Department's collection and handling of student enrolment data and Victorian Student Number is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle Unique Student Identifiers in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

#### **Survey participation**

Students may be contacted to participate in a survey conducted by the National Centre for Vocational Education and Research or a Department-endorsed project, audit, or review relating to their training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt-out of the NCVER survey at the time of being contacted.

#### **Consequences of not providing your information**

Failure to provide personal information may mean that it is not possible for applicants to enrol in VET and/or to obtain a Victorian Government VET subsidy

#### **Access, correction, and complaints**

Students have the right to seek access to or correction of their own personal information. Students may also complain if they believe their privacy has been breached. For further information, please contact the RTO Privacy Officer in the first instance by phone at +61 03 8669 1530 or [email National Training Services](#).

#### **Further information**

For further information about the way the Department collects and handles personal information, including access, correction, and complaints, go to the [Victorian State Government Education and Training website](#).

For further information about Unique Student Identifiers, including access, correction, and complaints, go to [Australian Government USI](#) website.

#### **Personal Data Security**

Personal data collected by National Training Services is entered into our Student Management System and held in a secure server and which is protected from intrusion by unauthorized people.