

# Privacy Notice

Department: OPS - Operations	THIS DOCUMENT IS UNCONTROLLED IN HARDCOPY FORMAT		Doc Id: CT-OPS-GUI-0019	
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## 1.0 PRIVACY NOTICE

Under the *Data Provision Requirements 2012* and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring, and evaluation
- facilitating statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER is authorised by the *National Vocational Education and Training Regulator Act 2011* (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

- a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER’s behalf. Where an individual chooses not to provide requested information, we will advise that individual of what impact this non-disclosure may have. For example, withholding certain information may affect the individual's success in gaining employment.

### 1.1 How Carey Training disclose student’s personal information.

Carey Training are required by law under the *National Vocational Education and Training Regulator Act 2011* (NVETR Act) to disclose personal information we collect about students to the National VET Data Collection kept by the NCVER. The NCVER is responsible for collecting, managing, analysing, and communicating research and statistics about the Australian VET sector. Carey Training are also authorised by law (under the NVETR Act) to disclose student’s personal information to the relevant state or territory training authority.

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## 1.2 How the NCVET and other bodies handle student's personal information.

The NCVET will collect, hold, use and disclose student's personal information in accordance with the law, including the *Privacy Act 1988* (Privacy Act) and the NCVET Act.

The NCVET is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to 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 for policy, workforce planning and consumer information.

The NCVET may also disclose personal information to persons engaged by NCVET to conduct research on NCVET's behalf.

For more information about how the NCVET will handle student's personal information please refer to the NCVET's Privacy Policy at [www.ncvet.edu.au/privacy](http://www.ncvet.edu.au/privacy).

DESE is authorised by law, including the Privacy Act 1988 and the NVET Act 2011, to collect, use and disclose student's personal information to fulfil specified functions and activities. For more information about how the DESE will handle student's personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

## 1.3 Contact information

- At any time, you may contact Carey Training 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.

### Carey Training – WA

Address: 1/19 Collingwood Street, Osborne Park, 6018

Phone: (08) 9249 8778

Email: [adminwa@careytraining.com.au](mailto:adminwa@careytraining.com.au)

### Carey Training – SA

108-110 Mooring Avenue, North Plympton, 5037

Phone: (08) 8351 8812

Email: [admins@careytraining.com.au](mailto:admins@careytraining.com.au)

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