

# National VET Data Policy (Privacy Notice) as of 1 January 2021



Comprehensive and timely data on vocational education and training (VET) is important for increasing the efficiency and transparency of Australia's VET sector, to improve understanding of Australia's VET market and management of the national VET system. The National VET Data Policy (available at <https://www.dese.gov.au/national-vet-data/resources/national-vet-data-policy>) brings together requirements for collecting nationally consistent data about VET activity, and processes for using data in statistical collections and national surveys.

The National VET Data Policy has recently changed and along with it, the mandatory Privacy Notice which describes how personal information is collected, used, retained and disclosed.

Communities@Work Centre of Professional Learning and Education - CPLE (RTO 88148) must use this new Privacy Notice when enrolling students from 1 January 2021 onwards and has incorporated this Privacy Notice in its enrolment processes.

All existing students continuing their studies into 2021 must also be made aware of this new Privacy Notice. This notice has been published on the Communities@Work CPLE website, and is provided below.

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## WHY WE COLLECT YOUR PERSONAL INFORMATION

As a registered training organisation (RTO), CPLE collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

Failure to provide CPLE with permission to collect your personal information, will result in us being unable to process your enrolment and offer you our training and assessment services as we will be unable to complete our legally required reporting requirements.

## 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.

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## 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, 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.

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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).

If you would like to seek access to or correct your information, in the first instance, please contact CPLE using the contact details listed on the last page of this notice. 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>.

The Information Privacy Act 2014 (the Information Privacy Act) is the law that Skills Canberra, (the Chief Minister, Treasury and Economic Development Directorate or CMTEDD) and all ACT public sector agencies must follow when handling your personal information.

The Information Privacy Act has a set of 13 principles called the Territory Privacy Principles (TPPs). Skills Canberra must apply the TPPs when they collect, store, use, disclose, provide access to or correct your personal information.

The Information Privacy Act also requires that Skills Canberra:

- have a current and up to date Privacy Policy that tells you how they will handle personal information when carrying out our functions and activities;
- and provide you with a Privacy Notice that tells you about why they are collecting your personal information and how they might use or disclose it.

Section 9, Information Privacy Act 2014, a public sector agency includes...'a Minister, an administrative unit (directorate), statutory office holders and their staff assisting them, territory authorities and instrumentalities, ACTTAB Ltd, an ACT Court or an entity prescribed by regulations'.

The Privacy Policy followed by Skills Canberra is available to download here: [https://www.cmtedd.act.gov.au/legal/privacy\\_](https://www.cmtedd.act.gov.au/legal/privacy_)

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## SURVEYS

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency.

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

## CONTACT INFORMATION

At any time, you may contact [Communities@Work](mailto:Communities@Work) Centre of Professional Learning and Education (RTO 88148) 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](#)

**CENTRE OF PROFESSIONAL LEARNING AND EDUCATION (RTO 88148)**

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