

RELEASE OF PERSONAL INFORMATION

All personal information collected by Communities at Work’s Centre of Professional Learning and Education (CPL) is managed in accordance with the Information Privacy Act 1988 and the Australian Privacy Principles (AAPs) which regulate the collection, storage, security, use and disclosure of personal information. CPL will not disclose your personal information to any third party, without your written consent, unless there is a legislative requirement to do so.

Third parties who may be required to be privy to your enrolment information and personal details during your time of enrolment with CPL include:

- Your parents/guardians
- Your Employer/Manager
- Your Payroll Department
- Your Human Resources (HR) team
- Skills Canberra
- Australian Skills Quality Authority (ASQA)
- National Centre for Vocational Education Research (NCVER)
- The ACT Regulatory Authority, Children’s Education and Care Assurance (CECA)
- Registered Training Organisations you have previously studied with.

This form is to be completed to give permission for CPL to disclose your personal and enrolment information to the third parties listed above.

Completed forms can be submitted via email to cple@commsatwork.org

PRIVACY NOTICE

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. If you do provide adequate information as requested, the Centre of Professional Learning and Education (CPL) RTO 88148 may not be able to process your application.

Failure to provide CPL 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.

OFFICE USE ONLY

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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.

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 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 CPL.

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>.

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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>

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.

CONTACT INFORMATION

At any time, you may contact the Centre of Professional Learning and Education (CPL) 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)

RTO MANAGER: Carla Scalia

P: 02 6293 6220

E: cple@commsatwork.org

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STUDENT DECLARATION

I have read the CPLE Student Handbook, associated policies and procedures and agree to the above terms and conditions for enrolment. I understand that I must abide by these during all periods of enrolment into my chosen qualification Centre for Professional Learning and Education (RTO 88148). Failure to do so may result in the termination of my enrolment.

I, **Date of Birth (DD/MM/YYYY)**

give permission for CPLE to provide a third party my personal information regarding

Course name

Course attendance and progress

Course results/verification of official transcripts

Financial status

Please specify any information you DO NOT consent to be released by CPLE

The authorisation will only apply for the duration dated to:

In signing this form, I give permission for personal and enrolment information to be shared with listed third parties during my time of enrolment with CPLE. I understand that information shared will include my full name and contact details as registered in CPLE's student management system. I understand that the information provided will include my full name and contact details as registered in CPLE's student management system.

Student Signature:

Date:

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