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PRIVACY POLICY

1.0 GENERAL PRIVACY STATEMENT

- AVETA appreciates the importance of protecting personal and/or health information, concerning:
 - a) AVETA staff
 - b) AVETA students
 - c) AVETA suppliers and contractors
- AVETA respects an individual's right to privacy and complies with the Privacy Act 1988 and the My Health Records Act 2012
- AVETA will only collect information that is necessary in order to provide AVETA services; this could include:
 - a) Name
 - b) Address
 - c) Date of birth
 - d) Telephone numbers
 - e) Emergency contacts
 - f) Photographs for identification purposes
- Information collected will only be used or disclosed for the reason(s) for which it was provided, or for a secondary purpose that is reasonably expected, such as but not limited to protecting the person's safety or for legal purposes:
 - Circumstances in which personal information about students may be shared with others are as follows:
 - a) Information collected during a student's enrolment in order to meet AVETA's obligations under the ESOS Act (2000) and the National Code (2018) is to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws or,
 - b) Information collected about a student during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected during enrolment can be disclosed without students consent where authorised or required by law
- AVETA will take reasonable steps to secure the personal and/or health information that it collects and protect it from loss, misuse or alteration and ensure that it is accurate and up-to-date.
- All AVETA staff and students can request access to their personal information that AVETA holds about them. If an individual believes their personal information is inaccurate, incomplete or out of date the individual is entitled to request a correction. There may be circumstances where access to information cannot be granted as it may compromise the privacy of another individual. All access should be sought through the Freedom of Information Act 1982.

2.0 WEBSITES

- AVETA is committed to protecting the privacy and any personal information recorded through the use of AVETA websites.
- AVETA IT personnel will seek permission/approval to make any changes to a password of either a staff member or a student of AVETA. Only a password can be changed, it is against AVETA's policy for the IT personnel to change any information that is held in an individual's drive.
- Protection of privacy and any personal information is a prime consideration of AVETA when creating, organising and implementing AVETA's on-line and off-line activities.
- AVETA's privacy policy supports and endorses the Privacy Act 1988 and Privacy and Data Protection Act 2014

The following points outline how AVETA will deal with personal information recorded when accessing and using AVETA websites.

2.1 Security Information

- All AVETA sites have security measures in place against the misuse and alteration (through a password protection system) or loss of information (by regular back-up of files for 6 months from date of creation).

2.2 Personal Information Use/Disclosure

- AVETA will only record an email address of a student if it is provided to AVETA by the person concerned.
- Any email address provided to AVETA will only be used by AVETA for the purposes of providing educational services, and will not be used for any other purpose. Nor will it be provided to any 3rd party for any purpose.

2.3 Data Security, Access and Correction

- As there are inherent risks in transmitting information across the Internet by email or online forms, AVETA takes no responsibility for any information that is transmitted via this medium, until such times that it is received by AVETA.
- AVETA provides communication access utilising the following:
 - a) Telephone
 - b) E-mail
 - i) Any outgoing business e-mail correspondence must have the AVETA logo
 - c) Letter
 - i) Incoming letters should be signed and dated by the person receiving the correspondence
 - ii) Any incoming correspondence that is not signed /dated will not be recognised by AVETA
 - iii) Outgoing letters should be on AVETA letter heads, signed and dated by the corresponding person
 - i) Fax
 - j) In person
- AVETA will only consider any correspondence by letter or e-mail that meets the above criteria, as a legally binding document.
- AVETA will always endeavour to maintain accurate, complete and current information regarding staff and students. If an individual feels that their personal information held by AVETA requires amendment they are advised to contact AVETA's Administrative Department.
- For further information on issues relating to this policy, or any other privacy issues, contact should be directed to the Administrative Department.

2.4 Privacy Notice

- Under the Data Provision Requirements 2012, SRAGILL PTY LTD T/A AVETA - Australian Vocational Education & Training Academy (RTO 21888, CRICOS 02826G) is required to collect personal information about students and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). This Privacy Notice will be included on AVETA's website and other marketing material where appropriate.
- This personal information may be used or disclosed by AVETA for statistical, regulatory and research purposes. In addition, AVETA may disclose your personal information for these purposes to third parties, including:
 - School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
 - Employer – if you are enrolled in training paid by your employer;

- Commonwealth and State or Territory government departments and authorised agencies;
 - NCVER;
 - Organisations conducting student surveys; and
 - Researchers.
- Any personal information disclosed to NCVER may be used or disclosed for the following purposes:
 - Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 - facilitating statistics and research relating to education, including surveys;
 - understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - administering VET, including program administration, regulation, monitoring and evaluation.
 - Students may also receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. Students may opt out of the survey at the time of being contacted.
 - NCVER will collect, hold, use and disclose student's your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

2.5 Release of Student Information to a Third Party (i.e. AVETA)

- ASQA is committed to protecting information collected from Students in accordance with the Privacy Act 1988.
- Accordingly, when AVETA needs to seek information from ASQA, in order to verify that the content of a document(s) is valid, that have been submitted to AVETA by an enrolling student as part of AVETA's enrolment process, then AVETA will request that the student complete the ASQA Form – Release of Student Information to a Third Party, so that AVETA can on-forward a copy of the document(s) and the signed and dated release form to ASQA to obtain this verification.

3.0 REFERENCES

- Education Services for Overseas Students Act 2000 (ESOS Act) - [Education Services for Overseas Students Act 2000 \(legislation.gov.au\)](http://legislation.gov.au)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code 2018) - [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(internationaleducation.gov.au\)](http://internationaleducation.gov.au)
- My Health Records Act 2012 - [My Health Records Act 2012 \(legislation.gov.au\)](http://legislation.gov.au)
- Privacy Act 1988 - [Privacy Act 1988 \(legislation.gov.au\)](http://legislation.gov.au)
- Privacy and Data Protection Act 2014 - [Privacy and Data Protection Act 2014 \(legislation.vic.gov.au\)](http://legislation.vic.gov.au)
- Victorian VET Student Statistical Collection Guidelines – 2020 - [Training data collection \(education.vic.gov.au\)](http://education.vic.gov.au)
- WCAG 2.0 Australian Policy and Legislation Standards - [What is the WCAG Standard? - Centre For Accessibility Australia](http://www.austlii.edu.au/au/other/dfat/special/wcag/)
- Freedom of Information Act 1982 - [Freedom of Information Act 1982 \(legislation.vic.gov.au\)](http://legislation.vic.gov.au)
- Standards for RTO's 2015 - [Clause 7.3—Protecting pre-paid fees by students | Australian Skills Quality Authority \(ASQA\)](http://www.asqa.gov.au)