



## National VET Data Policy (Privacy Notice) - 01.01.2021

### Why does The Redcliffe Aero Club collect your personal information?

As a registered training organisation (RTO), The Redcliffe Aero Club collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course within our organisation. If you do not provide adequate information as requested, it is likely that the RTO Team at The Redcliffe Aero Club will not be able to process your application.

### 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. 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. 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 The Redcliffe Aero Club RTO Team on (07) 3203 1777 or email [info@redcliffeaeroclub.com.au](mailto:info@redcliffeaeroclub.com.au) who will be able to provide the requested information or access.

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>.

Please refer to the additional State or Territory Authority Privacy Notice included in this application process should this be relevant to your application.

### 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 Redcliffe Aero Club 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 For information about how The Redcliffe Aero Club collects, uses, and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to The Redcliffe Aero Club privacy policy which can be found within the Student Handbook and on the web at [www.redcliffeaeroclub.com.au](http://www.redcliffeaeroclub.com.au)

The Redcliffe Aero Club retains a record of personal information about all individuals with whom we undertake any form of business activity. The Redcliffe Aero Club must collect, hold, use, and disclose information from our clients and stakeholders for a range of purposes. Identification Evidence As a government registered training organisation, regulated by the Australian Skills Quality Authority, The Redcliffe Aero Club is required to collect, hold, use, and disclose a wide range of purposes.

### Identification Evidence

This information requirement is outlined in the National Vocational Education and Training Regulator Act 2011 and associated legislative instruments. The Redcliffe Aero Club must require and confirm identification however in services delivery to individuals for nationally recognised course programs.

We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a Condition of Registration for all RTOs under the National Vocational Education and Training Regulator Act 2011 that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Important In providing your personal information as requested and signing this notice, you are providing your consent for the collection, storage, use and disclosure of your personal information as outlined and confirming your receipt of, and understanding of these details.