

<b>Document title:</b>		Student Data Privacy Policy
<b>Approving authority:</b>		Board of Directors
<b>Related policies:</b>		Risk Management Policy Software Development and Maintenance Policy Records Management Policy Backup Policy Cybersecurity Awareness and Training Policy Information Technology Policy
<b>Next review:</b>		01/06/2026
<b>Version</b>	<b>Release date</b>	<b>Comment</b>
V1.0	01/06/2023	Initial release

## 1. Purpose

The purpose of this Student Data Privacy Policy is to outline ITAC's commitment to protecting personal and sensitive information of clients while ensuring compliance with the 13 Australian Privacy Principles (APPs) as outlined in the Privacy Act 1988 (Cth). This policy applies to both teaching and administrative staff, who may work from home or on-site, and covers the use of both company-provided and personal devices.

## 2. Scope

This policy applies to all employees of ITAC and covers the collection, storage, use, disclosure, and disposal of personal and sensitive information.

## 3. Personal and Sensitive Information

Personal information is any information that can be used to identify an individual. Sensitive information is a subset of personal information and may include details about an individual's race, ethnic origin, religious beliefs, sexual orientation, health information, or criminal record.

## 4. Open and Transparent Management of Personal Information (APP 1)

ITAC is committed to managing personal information openly and transparently. This policy outlines ITAC's practices and procedures regarding personal information, including how it is collected, stored, used, and disclosed. ITAC's Privacy Officer can be contacted for further information or inquiries related to personal information management.

## **5. Anonymity and Pseudonymity (APP 2)**

Due to the nature and legal requirements pertaining to the provision of accredited educational services i.e. collection of USI, APP2 does not apply to individuals enrolled with ITAC.

## **6. Collection of Solicited Personal Information (APP 3)**

ITAC will only collect personal information that is reasonably necessary for its business operations, including providing education and training services. The collection will be done lawfully, fairly, and transparently, and ITAC will only collect sensitive information with the individual's consent or as required by law.

## **7. Dealing with Unsolicited Personal Information (APP 4)**

If ITAC receives unsolicited personal information, it will determine whether the information could have been lawfully collected under APP 3. If the information is not necessary for ITAC's operations, ITAC will securely destroy or de-identify the information, provided it is lawful and reasonable to do so.

## **8. Notification of the Collection of Personal Information (APP 5)**

When collecting personal information, ITAC will inform individuals about the purpose of the collection, how the information will be used, and any potential disclosures to third parties. ITAC will also provide contact details for its Privacy Officer, who can be contacted for further information or inquiries.

## **9. Use or Disclosure of Personal Information (APP 6)**

ITAC will only use or disclose personal information for the primary purpose for which it was collected, or for a secondary purpose if it is directly related to the primary purpose and reasonably expected by the individual. ITAC may also use or disclose personal information if required or authorized by law.

ITAC may disclose personal information to relevant government agencies, such as the National Centre for Vocational Education Research (NCVER), for the purposes of data collection, reporting, and analysis. ITAC may also be required by law to provide student progress and other data to Centrelink, which may affect student welfare payments. ITAC will never send data overseas.

## **10. Direct Marketing (APP 7)**

ITAC will not use or disclose personal information for direct marketing purposes unless the individual has provided consent or it is otherwise permitted by law. Individuals can opt-out of direct marketing communications at any time by contacting ITAC's Privacy Officer.

### **11. Cross-border Disclosure of Personal Information (APP 8)**

ITAC will not disclose personal information to overseas recipients. All personal information will be stored and processed within Australia, ensuring compliance with the Australian Privacy Principles (APPs).

### **12. Adoption, Use, or Disclosure of Government-Related Identifiers (APP 9)**

ITAC will not adopt, use, or disclose government-related identifiers, such as USI, Medicare numbers or driver's license numbers, unless required or authorized by law or necessary for verifying an individual's identity for one of ITAC's functions or activities.

### **13. Quality of Personal Information (APP 10)**

ITAC is committed to maintaining the accuracy, completeness, and relevance of personal information. Employees are responsible for ensuring that personal information collected and stored is accurate, up-to-date, and relevant to ITAC's functions and activities.

### **14. Security of Personal Information (APP 11)**

ITAC is committed to maintaining the security of personal information and will take appropriate measures to protect it from unauthorized access, disclosure, or misuse. This includes implementing technical and organizational measures to secure personal information stored in electronic and physical formats. ITAC will also take reasonable steps to destroy or de-identify personal information when it is no longer required for the purposes for which it was collected.

### **15. Access to Personal Information (APP 12)**

Individuals have the right to access their personal information held by ITAC, in accordance with the APPs. To request access to personal information, individuals should contact ITAC's Privacy Officer.

### **16. Correction of Personal Information (APP 13)**

Individuals have the right to request the correction of their personal information held by ITAC if they believe it is inaccurate, out-of-date, incomplete, irrelevant, or misleading. To request the correction of personal information, individuals should contact ITAC's Privacy Officer.

### **17. Complaints and Enquiries**

If individuals have any concerns or enquiries regarding the handling of their personal information by ITAC, they should contact ITAC's Privacy Officer. ITAC will respond to complaints and enquiries in accordance with its obligations under the Privacy Act 1988 (Cth) and other applicable laws.

## **18. Changes to the Privacy Policy**

ITAC may update this policy from time to time to ensure it remains compliant with the Australian Privacy Principles (APPs) and accurately reflects ITAC's practices. Employees and individuals are encouraged to review the policy periodically to stay informed about how ITAC protects personal information.

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## **National VET Data Policy 2020**

ITAC is compliant with the National VET Data Policy which requires us to tell you the following:

### **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.

### **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 Employment and Workplace Relations (DEWR), 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 your RTO using the contact details listed below.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

### **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 ITAC 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