

 <p>Catholic Regional College Institute Of Training RTO 22427</p>	<h2>Catholic Regional College Institute of Training</h2> <h3>Registration No. 22427</h3>		
<b>Department</b>	Vocational Education & Training		
<b>Quality Controlled Document Title</b>	Privacy and Personal Information Policy	<b>Date</b>	February 2024
<b>Version</b>	7	<b>Review</b>	February 2025

### Definition

The Privacy Act 1988 (Privacy Act) is an Australian law which regulates the handling of personal information about individuals. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Privacy Act includes thirteen Australian Privacy Principles 2014 (APPs), and Information Privacy Act 2009. The APPs set out standards, rights and obligations for the handling, holding, use, accessing and correction of personal information (including sensitive information).

### Responsibilities

The RTO Manager is responsible for ensuring all student data/records are kept securely.

### Process

The RTO may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the RTO's operations and practices and to make sure it remains appropriate to the changing environment.

### Personal Information

Catholic Regional College Institute of Training (CRCIT) will only collect personal information which is reasonably necessary for one or more of its functions or activities as conferred either by legislation (including a subordinate legislative instrument) or an executive scheme or arrangement established by the government. Consequently, CRCIT will only collect personal information required for its appropriate functioning as a Registered Training Organisation (RTO).

### Sensitive Information

Recording, collecting, sorting and disseminating of sensitive information will **only** occur if the above personal information collection has been satisfied in conjunction with obtained consent from an individual. CRCIT shall not collect any sensitive information unless there is explicit, written consent from the student.

There may be circumstances where CRCIT is required to disclose personal information. This may be to third parties through a Memorandum of Understanding or other RTOs/collegial organisations as per the Brimbank VET Cluster (BVC), as instructed by legislation, law enforcement officers,

court of law or as directed by the Vocational Education and Training Quality Framework to make student information available to others such as the National Centre for Vocational Education and Research. In all other cases, we will seek the written permission of the student for such disclosure. Where written permission is required, this will be gained in writing.

Personal information may include but is not limited to, personal details, place of employment, place of origin, language and cultural diversity indicators, disability indicators, previous education history, training records and results, unique student identifier and any RTO documentation issued, for example, Statement of Attainment.

CRCIT will also keep on file information about special learning requirements and needs. This information will be disclosed to CRCIT through the completion of the course enrolment, and LLN assessment and by a discussion with any of our student support officers, administration officers or via written communication.

Students are advised through the student handbook that they inform the RTO of any changes to their personal information or if there are any errors in the personal information, the RTO has on file.

The RTO may also update personal information from the information received from external parties and RTOs.

### **Disclosure of Personal Information**

Personal information will be used to:

- Provide students with the educational service they require to complete their course
- Obtain feedback about the course, service and facilities the RTO has provided.
- Advise students of upcoming seminars, tutorials and relevant events.
- Administer and manage services including billing and collecting debts.
- Further, develop and improve the RTO business and educational systems.
- Inform students about new products and services that we may introduce from time to time.

### **Disclosure of Personal Information to Third Parties**

For the purposes set out above, we may disclose personal information to the following organisations:

- CRCIT management
- Victorian Registration and Qualifications Authority (VRQA)
- Australian Skills Quality Authority (ASQA)
- Student's home high school (BVC)
- NCVET
- Any relevant funding bodies
- Law Enforcement Officers, Court of Law

CRCIT may disclose personal information to service providers who assist with managing its services, including information technology, educational services, marketing and debt recovery institutions.

Personal information will not be disclosed to any other party (except those listed above) unless written permission is received.

Extreme care is taken by RTO staff to ensure that personal information is not released to any party other than those listed above. Moreover, all information is deemed strictly confidential and private.

## **Website**

Individuals may use sections of our website anonymously, but any information submitted to us via email will be treated in accordance with this statement.

## **Photography/Videography Privacy**

Students may be required to take images of their own work as part of their assessment. These images will be attached to students own work and will only be retained for the purpose of evidence authentication. Where applicable the student may request reasonable adjustment and omit the image as part of the assessment process.

As a school-based RTO, we recognise that in some circumstances there are sensitivities relating to the taking of photographs and recording of videos. This is particularly relevant to capturing images of children. The school may, from time to time, wish to take photos/videos of training activities. When these instances arise, we will first obtain written consent from the student.

## **Access to Personal Information**

Students have a right to access their personal information. If they would like to do so, they are to submit their request in writing in accordance with CRCIT's Access to Student Record Request Form. - email [RTOadmin@crccs.vic.edu.au](mailto:RTOadmin@crccs.vic.edu.au)

## **Storage**

- Electronic information provided is stored on a protected server and/or in databases such as VETRAK that are password protected. Any physical documentation provided is kept secured in locked storage with access only by authorised personnel and destroyed securely once the mandatory retention period has been reached.
- CRCIT will hold personal information for a minimum period of up to 7 years.
- CRCIT will hold all assessments for a minimum period of 1 year after completion of the course.
- CRCIT will hold academic outcomes formation for 30 years as well as supply them to the appropriate regulator.

## **Student Enrolment**

CRCIT complies with the National VET Data Policy which outlines the data collection and submission requirements for total VET activity in Australia. In line with this policy, CRCIT ensures that its Student Enrolment Form includes and records the following:

### **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.

#### **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 your RTO using the contact details listed below.

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>.

## 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, Students may contact CRCIT on 9361 0000 or email [RTOadmin@crccs.vic.edu.au](mailto:RTOadmin@crccs.vic.edu.au) to:

- request access to personal information
- correct personal information
- ask a question about this Privacy Notice

Any complaints or breaches concerning this policy should be reported to the Chief Executive Officer

Mr Brendan Watson OAM c/: RTO Manager

Chief Executive Officer

Catholic Regional College Institute of Technology

PO BOX 2192

Taylors Lakes VIC 3038

## **Related Forms**

Student Record Request Form

## **Related Documents**

- Student Handbook
- Staff Handbook