

**Skillinvest Limited Long form Candidate/Student Collection Notice (for collection other than under TR003P)**

**Your Privacy**

Skillinvest Ltd ('we', 'us' or 'our') may collect personal information such as:

- general contact and identification details (e.g. name, address, email address and phone number);
- information about your education and work history, qualifications and skills;
- opinions of others about your work performance (whether true or not), which will only be collected with your consent;
- information about your work rights and your eligibility to work within Australia which may include details, copies or presentation of the originals of any applicable visa, passport, birth or citizenship certificate, or other relevant documentation;
- sensitive information (e.g. information about your health, medical history or specific condition, criminal record, professional memberships etc), which will only be collected with your consent;
- any results of relevant tests in which you participate including but not limited to testing carried out on Skillinvest's behalf or by other providers;
- any personal information relevant to any training programs you undertake;
- your tax file number and relevant bank and superannuation account information necessary to facilitate the payment of wages and superannuation contributions and to ensure appropriate taxation treatment;
- driver's licence number and relevant information about your driving history or infringements and any other applicable licences and certificates; and
- other information relevant in the circumstances.

In some circumstances Skillinvest may also hold other personal information about you. We do this primarily for the purpose of and incidental to providing our services.

We collect personal information directly from you (such as where you apply for a training program), other than where:

- you apply for a role or a training program via a third party or send your resume through a third party website;
- we undertake reference checks by inquiring with, or we otherwise receive references or performance feedback (whether negative or positive) from, any of your former or current employers, work colleagues, professional associations or registration bodies (reference checks are only undertaken with your consent);
- we receive results of any medical tests or criminal history checks, (which are only undertaken with your consent);
- we receive results from any competency tests in which you participate;
- we receive results from any other online process or testing including assessments, induction courses and background checks carried out by Skillinvest or other provider on Skillinvest's behalf;

- we undertake a check using an external agency to assess your eligibility to work within Australia;
- we receive any complaint from or about you in the workplace;
- we receive information from your employer for the provision of training services;
- we receive information about a workplace accident in which you were involved;
- we receive information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were or are involved during, or in connection with, a work placement; and
- we receive information from other sources such as a government entity or department, an information services provider, your employer or ex-employer or a publicly maintained record, including records publicly available through social media.

We may use your personal information to consider any requests you make of us, or for the purposes of providing you with recruitment, work placement services, apprentice and training services or contracting services. We also use it to meet our obligations to:

- provide the Victorian Department of Education and Training with student and training activity; and
- to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER) under the Data Provision Requirements 2012.

If you do not provide this information in whole or in part, we may not be able to provide you with the services you require.

We will treat any information that you give us as confidential. However, we pass this information onto our clients, your referees and other persons, companies or other entities who perform functions or service on our behalf or where otherwise required by law.

Skillinvest will not disclose your personal information to an overseas recipient.

We will request that any organisation to which your personal information is disclosed also treats the information as confidential.

You can find a copy of our Privacy Policy on our website at [www.skillinvest.com.au](http://www.skillinvest.com.au). Our Privacy Policy contains information about how you can seek access to or correct the personal information we hold about you, and how you can complain about a breach of privacy.

If you have an enquiry about privacy, you can contact us as follows:

- Post: Privacy Officer, Skillinvest, PO Box 930 HORSHAM VIC 3402
- Email: [PrivacyOfficer@skillinvest.com.au](mailto:PrivacyOfficer@skillinvest.com.au)
- Phone: 1300 308 620