

Tasmanian Government VET Student Enrolment Privacy Notice

The Tasmanian Government, through the Department of State Growth, develops, monitors and funds vocational education and training (VET) in Tasmania. The Tasmanian Government is committed to ensuring that Tasmanians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with privacy laws, including the Privacy Act 1988 (Cth) and the Personal Information Protection Act 2004 (Tas).

Collection of your data

Skillinvest is required to provide the Department with student and training activity data. This includes personal information collected in the Skillinvest enrolment form and unique identifiers such as the Commonwealth's Unique Student Identifier (USI).

Skillinvest provides data to the Department in accordance with the Tasmania Specific Reporting Requirements found at www.skills.tas.gov.au/providers/rto/how_do_i_report_my_activity/tasmania_specific_reporting_requirements

Use of your data

Under the *Data Provision Requirements 2012* Skillinvest is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Skillinvest for statistical, regulatory and research purposes. Skillinvest may disclose your personal information for these purposes to below parties:

- Department of State Growth (Skills Tasmania);
- Commonwealth Government department responsible for VET, NCVER; and
- Any third parties duly authorised to undertake research and evaluation activities on behalf of any of these organisations.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. This includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please refer to Skillinvest's full Privacy Policy at www.skillinvest.com.au for information about the way Skillinvest collects, handles, accesses and corrects your personal information. You may also contact the Skillinvest's Privacy Officer by phone 1300 135 008 or email Privacy.Officer@skillinvest.com.au.

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to:

www.skills.tas.gov.au/providers/rto/how_do_i_report_my_activity/tasmania_specific_reporting_requirements

Unique Student Identifier (USI) Privacy notice for students

The Student Identifiers Registrar's privacy obligations require us to:

- Be open and transparent about how we hold, use and disclose personal information
- Have a privacy policy in place that is reasonably available to the public
- Take reasonable steps to ensure the security of personal information and protect it against intentional or unintentional misuse, loss, interference, unauthorised access, modification or disclosure
- Take reasonable steps to ensure the personal information that is held, used or disclosed is accurate, up to date, complete and relevant.

We are committed to ensuring the proper handling of your personal information in accordance with the [Privacy Act 1988](#) ('Privacy Act'). We are an 'APP entity' that must comply with the [Australian Privacy Principles](#) (APPs) which are set out in Schedule 1 of the Privacy Act.

The Privacy Act and APPs regulates how entities must collect, use, disclose and hold personal information. It also guides how people may access and correct their personal information.

The information you provide through the USI application process is collected by the Student Identifiers Registrar for the purposes of:

- Processing an application for a USI
- Verifying and providing a USI
- Resolving problems with a USI and creating authenticated Vocational Education & Training (VET) transcripts.

This information may be disclosed to:

- A number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers
- The Oversight Authority in instances pertaining to digital identity to enable them to perform their functions
- Current and former registered education and training providers to:
 - Enable them to deliver VET and Higher Education courses
 - Meet their reporting obligations under the VET and Higher Education standards and government contracts
 - Assist in determining eligibility for training subsidies and higher education funding
- Schools for the purposes of delivering VET courses to me and reporting on these courses
- The National Centre for Vocational Education Research (NCVER) for the purpose of:
 - Creating authenticated VET transcripts
 - Resolving problems with USIs
 - Collecting, preparing and auditing national VET statistics
- Researchers for education and training related research purposes
- Any other person or agency that may be authorised or required by law to access the information
- Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system and will not otherwise be disclosed without their consent unless authorised or required by or under law.

More information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the [Student Identifiers Act 2014](#), and in the USI's Privacy Policy located at usi.gov.au/about-us/privacy.

Your personal information and the USI application process

The USI application process requires personal information, including your:

- Name
- Date and place of birth
- Gender
- Contact details
- Identification documents.

This information is used to confirm your identity and ensure your USI is unique.

The USI Registry System only keeps information about your name, date and place of birth, gender, contact details and the type of identification provided. The USI Registry System doesn't retain details from the ID used to create your USI.

If you have authorised a third party to create a USI on your behalf, typically an education or training provider, they're required by law to destroy your personal information as soon as possible after making the USI application.

USI VET transcripts

For USI account holders who are undertaking VET studies, the National Centre for Vocational Education and Research (NCVER) holds your training information, which is used to electronically create authenticated VET transcripts.

The Student Identifiers Registrar does not hold or store the information received from NCVER.

NCVER is authorised to disclose information to the:

- Australian Government Department of Employment and Workplace Relations (DEWR)
- Commonwealth authorities and State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulator

for the purposes of:

- The administration of VET, including program administration, regulation, monitoring and evaluation
- The facilitation of research relating to education, including surveys and data linkage
- Understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to [NCVER's Privacy Policy](#).

RAPID ID

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Skillinvest Privacy Statement

I understand that, unless otherwise informed in writing, Skillinvest may at its discretion, disclose details of attendance and performance to my:

- Employer (for an apprentice or trainee)
- Parent or legal guardian (if under 18 years of age)
- Secondary College (for school-based training)
- Employment Service Provider (if referred by them)

I understand that if I do not give permission to release such information these parties will be notified of this.

For further information in regards to how Skillinvest complies with Privacy Legislation please refer to the RTO Privacy Policy which is located at www.skillinvest.com.au/training-education/training-policies-resources