

## South Australian Government VET Student Enrolment Privacy Notice

Skillinvest are required to collect and report statistical data in relation to the training they have delivered. This mandatory reporting obligation is known as total Vocational Education and Training (VET) activity for Registered Training Organisations (RTOs) and must be fulfilled in accordance with the [National VET Data Policy](#).

### Privacy of Information

The Skills SA Department of State Development will use and disclose all data collected in accordance with all applicable legislation, including but not limited to, [State Information Privacy Principles](#), the Student Identifiers Act, the Privacy Act, and the National VET Data Policy. Data that is provided to NCVER as part of the national VET provider collection has all client names encrypted, so that no client can be identified or directly linked to their personal and demographic data.

### Collection of your data

Under the Data Provision Requirements 2012, Registered Training Organisations are required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

### Use and disclosure of your data

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by your registered training organisation for statistical, regulatory and research purposes. Skillinvest may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Skillinvest also provides data to the Department of Employment and Workplace Relations (DEWR) which is required by law. Please refer to the RTO National VET Data Privacy Notice – a copy of this available on our website at [www.skillinvest.com.au/training-education/training-policies-resources](http://www.skillinvest.com.au/training-education/training-policies-resources)

## USI (Unique Student Identifier) 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 your 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 you 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](http://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](http://www.skillinvest.com.au/training-education/training-policies-resources). You may also contact the Skillinvest Privacy Officer by phone 1300 135 008 or email [PrivacyOfficer@skillinvest.com.au](mailto:PrivacyOfficer@skillinvest.com.au).