

PRIVACY NOTICE

Australian Institute of Leadership and Safety (AILS) takes the privacy of students very seriously and complies with all legislative requirements and is committed to managing personal information in an open and transparent way. Our Privacy Policy explains how the AILS complies with:

- the [Privacy Act 1988](#) (Privacy Act), including the [Australian Privacy Principles](#) (APPs)
- Subdivision B of the [National Vocational Education and Training Regulator Act 2011](#) (NVETR Act)
- Divisions 4 and 5 of the [Student Identifiers Act 2014](#) (SI Act) and the [Student Identifiers Regulations](#)
- the [National Vocational Education and Training Regulator \(Data Provision Requirements\) Instrument 2020](#)
- the [National VET Data Policy](#).

In our operation as a Registered Training Organisation (RTO) we are required to collect certain information by external agencies such as the National VET Regulator and other licensing bodies in order to meet our compliance requirements as an RTO. All information shared is kept in the strictest confidence by both parties and is available on request. **The National VET Data Policy** explains these requirements, which can be accessed through: <https://www.dewr.gov.au/national-vet-data/vet-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.

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 NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Student Data

Under the Standards for RTOs 2015, we are required to capture student data at the time of enrolment. It is the student's responsibility to ensure they provide accurate information in regard to themselves and their enrolment. It is the student's responsibility to ensure they inform us of any change of personal details in writing within seven days of the change occurring.

This data is known as AVETMISS data – Australian Vocational Education and Training Management Information Statistical Standard. We must gather information regarding the following data: who the student is, where they study and what they study.

Please Note: Enrolment into a course will not be confirmed unless the required student data has been collected and confirmed.

Records Management

All course paperwork is scanned and entered into our Student Management System database. Files are stored for the legislated period of time and electronic files are backed up regularly and are stored on a protected server.

Information concerning contact details, financial status, academic status, attendance status, registration details, identification details, evaluations, feedback, and surveys are all confidential.

Accessing your Records

Students have access to personal records upon written request to admin@ails.edu.au. A Request for access to Student Records Form is available for this purpose, or to allow access to records by a third party.

In all cases AILS will require proof of identity to protect the privacy of all client information. Student assessment records are only retained by AILS for the legislated minimum timeframe of 6 months as per the ASQA General Direction on Retention requirements for completed student assessments.

Students are obligated to keep AILS informed of their current contact details and to inform us immediately of any change in these details. Students should be advised that if they do not receive any correspondence due to incorrect contact details, they are fully responsible.

Contact information

At any time, you may contact Australian Institute of Leadership and Safety (AILS 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

For information about how Australian Institute of Leadership and safety (AILS), RTO 45354, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Australian Institute of Leadership and safety privacy policy which can be found within the Student Handbook and on the website at www.ails.edu.au. AILS retains a record of personal information about all individuals with whom we undertake any form of business activity and must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.