

Privacy Notice

Why we collect your personal information?

As a registered training organisation (RTO), Multisec Training collects your personal information to process and manage your enrolment in vocational education and training (VET) course with us. If you do not provide us with complete AVETMISS data, including your USI, you will not be allowed to continue with your course. You will have five (5) days after your enrolment is processed to provide this data.

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. Your data will not be disclosed to any overseas provider.

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 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 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.

Department of Education, Skills and Employment (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, including the Australian Skills Quality Authority (ASQA) 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, you may contact the RTO 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 more information, visit <https://multisectraining.edu.au/information/>

Additional Resources

National VET Data Policy

- <https://www.dese.gov.au/national-vet-data/national-vet-data-policy>
- <https://www.dese.gov.au/national-vet-data/resources/national-vet-data-policy>
- <https://www.dese.gov.au/national-vet-data/fact-sheets/national-vet-data-frequently-asked-questions>

Australian Privacy Principles (APP)

- <https://www.oaic.gov.au/assets/privacy/guidance-and-advice/app-quick-reference-tool.pdf>

Questions

If a student has already enrolled and is continuing to study in 2021, will the registered training organisation give the student the updated Privacy Notice?

It is good practice to allow the student to see the updated Privacy Notice at Schedule 1 of the National VET Data Policy (updated Privacy Notice). Their expectations about the collection, use and disclosure of their personal information are met. One way an RTO can do this is by adding the updated Privacy Notice to its website.

When does the Privacy Notice have to be given to students?

The National VET Data Policy states that:

'7.1 It is the responsibility of RTOs to ensure that students who provide an RTO with personal information that will be included in the National VET Provider Collection are reasonably aware that the information may be used or disclosed for the purposes set out in the Privacy Notice at Schedule 1 of the Policy

7.2 Where personal information is collected from a student, RTOs must make students aware of the purposes for which their information may be collected, used or disclosed. RTOs must give the student a copy of the Privacy Notice at Schedule 1 of this Policy. This can be achieved by including the 'Privacy Notice' during the student's enrolment process. The minimum mandatory content for inclusion in a Privacy Notice is at Schedule 1 of this Policy.'

It is recommended that the Privacy Notice at Schedule 1 of the National VET Data Policy is part of the student's initial enrolment with a registered training organisation.

VET Data Use Statement

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Registered Training Organisations must collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER) and may be used and disclosed for purposes that include:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating 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 National Vocational Education authorises NCVER and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected following the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for that body:

- a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) deals with or has responsibility for matters relating to VET.

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

RTO Declaration and Understanding

I declare that the information provided in this data submission is accurate and complete. I understand that information provided in this data submission about client training and outcomes may appear on authenticated VET transcripts.

I understand that:

- information provided in this data submission will only be used, accessed, published and disseminated according to the National VET Data Policy;
- if that information also includes personal information, the Privacy Act 1988, the Australian Privacy Principles and the National Vocational Education and Training Regulator Act 2011 regulate the collection, use or disclosure of personal information.

I understand that:

- information provided in this data submission may be used for the purposes outlined above, and;
- identified RTO level information that supports consumer information (on My Skills, for example), transparency and understanding of the national VET market may be published in reports, tables and a range of other data products, including data cubes and websites.

Signature

Date: 23 March 2021

Name: Gregory Byrne

Position in RTO: CEO

