



## Privacy, Confidentiality and Personal Information Storage Policy

### Purpose

Skills Generation has implemented the following policy to ensure the privacy of student's Personal Information is securely stored and confidentiality is maintained.

### Policy Statement

To comply with the relevant state legislation, the Standards for Registered Training Organisations (2015) and in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols, Skills Generation will ensure that, except as required under legislation, or by law, personal information about a student will not be disclosed to a third party, with the exception of third-party trainers and assessors as advised, without the written consent of the student or relevant party.

### Storing Personal Information

Skills Generation stores personal information in both paper and electronic form with hard copy information kept under locked security accessible only by authorised personnel with a need to know. Personal information stored on computers is password protected and each device safeguarded with an Antivirus and Web Protection program. Additionally, Skills Generation utilises Google Drive for file storage which is password protected and allows employees to work remotely/from home.

Skills Generation utilises several reputable third-party software providers including Axcelerate, Cloud Assess, XERO and the Google Suite of office applications. Skills Generation strives to ensure the security, integrity and privacy of personal information submitted to these sites is safe. All platforms are reviewed and updated for security considering current technologies and best practice obligations by the service provider.

Students can, at any stage, be provided with access to their personal information and may have any incorrect information corrected throughout their learning journey.

### Privacy Notice – National VET Data Policy

Under the *National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020* and National VET Data Policy (which includes the [National VET Provider Collection Data Requirements Policy](#) at Part B), Registered Training Organisations are required to 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.

NCVER is authorised by the *National Vocational Education and Training Regulator Act 2011* (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of 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 Employment and Workplace Relations
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

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

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### **Confidentiality**

Skills Generation will not disclose any information regarding a student to a third-party without the written and signed consent from the student identifying the authorisation of information to be released. A Letter of Consent template can be provided by administration upon request by the student.

### **Third Party Providers**

All Third-Party Providers, operating on behalf of Skills Generation are required as per their Third-Party Agreement to adhere to Skills Generation's privacy and confidentiality requirements.

### **VET Student Loans**

All student information collected for the purposes of a student applying for and receiving a VET Student Loan will be kept confidential and only supplied to the government agencies and third-party providers applicable under the terms of the loan. All records related to a student's application for a VET Student Loan will be kept for the minimum period of 5 years as outlined in the VET Student Loans Act 2016.