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| <b>Department</b>                                  | Vocational Education & Training |                | <b>Author</b>       | RTO CEO   |
| <b>Quality Controlled Document No. &amp; Title</b> | 25.0                            | Privacy Policy | <b>Approved</b>     | RTO CEO   |
| <b>Version</b>                                     | 1.0                             |                | <b>Authorised</b>   | RTO Academic Board  |
| <b>SRTOs 2-15</b>                                  | Standards 5 and 8               |                | <b>Distribution</b> | Internal<br>RTO Staff<br>RTO Students<br>External<br>Prospective Students |

## 1.0 Preamble - Federal Privacy Laws

New Federal Privacy Laws became effective from 21 December 2001. The legislation regulates the way RTOs can collect, use, keep secure and disclose personal information. RTOs are required to handle personal information in accordance with the National Privacy Principles as outlined in the legislation. Marriott Academy is bound by the *National Privacy Principles*.

An individual's right to keep their personal information private is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of your personal information. The following statement shall be included in all RTO enrolment forms, in accordance with National VET Data Policy – Schedule 1 Privacy Notice:

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### **Minimum mandatory content for inclusion in a 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](http://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.

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.

## Contact information

At any time, you may contact Marriott Academy 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
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### **2.0 What kind of information does the RTO collect?**

The RTO can collect information about:

- 2.1 Learners before, during and after the course of a Learner's enrolment at the RTO;
- 2.2 Job applicants, staff members, volunteers and contractors; and
- 2.3 Other people who come into contact with the RTO.

### **3.0 Personal information you provide**

The RTO will generally collect personal information held about an individual by ways of forms filled out, face-to-face meetings and interviews and telephone calls and other communications. On occasions parties may provide personal information.

### **4.0 Personal information provided by other people**

In some circumstances the RTO may be provided with personal information about an individual from a third party, e.g. a report provided by a medical professional or a reference from another organisation. If you provide information to us about other people, we encourage you to inform them that you have provided us with information.

### **5.0 How will the RTO use the personal information you provide?**

The RTO's primary purpose is for education and the duty of care of its Learners. The RTO will use personal information from an individual for the RTO's primary purpose and for such other secondary purposes that are related to the primary purpose.

- 5.1 To keep Learners informed about matters related to their training, through correspondence, newsletters, magazines and reports;
- 5.2 Day-to-day administration;
- 5.3 Looking after Learner's educational, social and medical well-being;
- 5.4 To satisfy the RTO's legal obligations and allow the RTO to discharge its duty of care.

### **6.0 Consequences of not supplying information**

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter. If you do not agree to this, please advise the RTO in writing to the Privacy Officer.

### **7.0 Job Applicants, Staff members and contractors**

In relation to personal information of job applicants, staff members and contractors, the RTO's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor. The purposes for which the RTO uses this information include:

- 7.1 In administering the individual's employment or contract,
- 7.2 For insurance purposes,
- 7.3 Seeking funds and marketing for the RTO,
- 7.4 To satisfy the RTO's legal obligations, for example, in relation to child protection legislation.

### **8.0 Who might the RTO disclose personal information to?**

The RTO may disclose personal information, including sensitive information, held about an individual to:

- 8.1 Another RTO, as required;
- 8.2 Government departments;
- 8.3 Medical Practitioners;
- 8.4 People providing services to the RTO, including specialist visiting teacher and sports coaches;
- 8.5 Recipients of RTO publications, like newsletters and magazines;
- 8.6 Parents (where the Learner is under 18 years of age); and
- 8.7 Anyone you authorise the RTO to disclose information to.

## **9.0 How will the RTO treat sensitive information?**

Sensitive information means:

Information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or a criminal record and health information. Unless you agree otherwise, or is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose.

## **10.0 Management and security of personal information**

The RTO has in place steps to protect the personal information the RTO holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerized records.

## **11.0 Updating personal information**

The RTO endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the RTO by contacting the Receptionist of the RTO at any time.

## **12.0 You have the right to check what personal information the RTO holds about you**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the RTO holds about them and to advise the RTO of any perceived inaccuracy. To make a request to access any information the RTO holds about you or your child, obtain an Access Confidential Information from reception.

Further information may be obtained by contacting the office of the Federal Privacy Commissioner  
[www.privacy.gov.au](http://www.privacy.gov.au)