

Privacy Policy

Purpose

Challenge Trade and Business College is committed to protecting the privacy of personal information, in line with the Privacy Act 1988, including the Australian Privacy Principles. This policy sets out the way we handle personal information including the use and disclosure of personal information, as well as client rights to access their personal information.

Policy

To ensure consistency, the following information is drawn directly from the CTBC Enrolment. Any amendments to this Privacy and the related Privacy Notice contained within CTBC enrolment form must be applied to both documents.

Why we collect your personal information

As an educational institution we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. **Failing to provide the required information for enrolment will result in your application being unsuccessful.**

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 a secondary senior school.

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>.

If you are unable to access the Department's privacy notice electronically, please advise us as soon as possible so that we are able to prepare a hard copy for your records.

Queensland Government Department of Employment, Small Business and Training

As a senior secondary school, Challenge Trade and Business College delivers training and assessment services as part of the educational program. As part of our service delivery, we are required to meet regulatory requirements which may include disclosure of your personal information and training activities. For further information on how DESBT handles your information, please visit <https://www.qld.gov.au/legal/privacy>

Surveys

You may receive a student survey which may be run by a government department 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 Challenge Trade and Business 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

Should you wish to contact us regarding your personal information, please contact us in writing at admin@ctbc.qld.edu.au.

For more information on how Challenge Trade and Business College will handle your personal information, please refer to our Privacy Policy at <https://www.ctbc.qld.edu.au>