

PRIVACY AND CONSENT NOTICE

In the course of providing education and training services to you, Sarina Russo Institute (“SRI”) collects *personal information* and *sensitive information* provided by You or otherwise obtained in relation to You. (“Your Information”).

In collecting, using, disclosing and storing Your Information, SRI is committed to complying with the *Privacy Act 1988* and the Australian Privacy Principles (“the Act”). Your Information will only be disclosed in accordance with this Act.

Storage and Data Management

In compliance with SRI Policies and Procedures, a Student file will be opened at enrolment so your studies and results will be recorded on a regular basis until the completion of your course. The file will be archived in accordance with the National VET regulator Standards. Your Information may be housed in an off-shore data management system.

Why we collect your personal information

As a registered training organisation (RTO) we collect Your Information, so we can process and manage your enrolment in a vocational education and training (VET) course with us. SRI may not be able to enrol you if you do not provide some or all of Your Information.

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.

Consent to Sharing

Your personal information (including the personal information contained on your enrolment form and your training activity data) may be used or disclosed by SRI for statistical, regulatory and research purposes. SRI may disclose your personal information for these purposes to third parties, including:

- a) Commonwealth and State or Territory government departments and authorised agencies, in particular:
 - The Australian Government Department of Employment and Workplace Relations; the Department of Employment, Small Business and Training (Qld) and relevant equivalent in other states and territories;
 - Services Australia, where this is required or authorised by Australian law. Information about your enrolment may be disclosed if you are claiming or receiving a payment from Services Australia. You are also required to notify Services Australia if any change in circumstances may affect your payment. This information is protected by law, including the Privacy Act 1988;
 - For international students, The Department of Home Affairs, regarding:
 - your contact details; certain changes to your enrolment;
 - any breach of your student visa conditions relating to satisfactory academic performance;
 - the Tuition Protection Service, pursuant to obligations under the *Education Services for Overseas Students (ESOS) Act 2000* (Cth) and other applicable legislative obligations;

- b) NCVER;
- c) employers and other training providers whereby the disclosure is relevant to the process of providing educational services to you;
- d) your employment service provider/s (current and previous, where relevant), this includes attendance and enrolment details;
- e) our contractors and suppliers – e.g. our IT contractors and database designers
- f) School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- g) Organisations conducting student surveys;
- h) Researchers; and
- i) Other students where it is reasonably required to facilitate group projects or assessments; and
- j) any person, entity or authority with a lawful entitlement to obtain the information.

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 Employment and Workplace Relations, 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 Sarina Russo Institute using the contact details listed below.

The Department of Employment and Workplace Relations 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 department will handle your personal information, please refer to the VET Data Privacy Notice at <https://www.dewr.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 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.

Publicity Consent

We may contact you to ask your permission to participate in photos, videos, testimonials or other promotional material SRI may use. Please advise us if you do not wish for this to occur.

Further Information

Further details regarding Your Information and your ability to correct or raise concerns regarding the handling of Your Information are located in our Privacy Policy (<https://www.sri.edu.au/privacy-policy>). Students must notify SRI in writing in relation to changes in personal details.

Contact information

At any time, you may contact Sarina Russo Institute 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

Student Declaration and Consent

I declare the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I further confirm that I have read the terms of SRI's Privacy Policy.

Signature of Student

Signature of SRI Representative

Printed Name of Student

Printed name of SRI Representative

Date

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

**Parental/guardian consent is required for all students under the age of 18.*