



Changes to the National VET Data Policy (Privacy Notice) as of 1 January 2021

Comprehensive and timely data on vocational education and training (VET) is important for increasing the efficiency and transparency of Australia's VET sector, to improve understanding of Australia's VET market and management of the national VET system. The National VET Data Policy (available at <https://www.deese.gov.au/national-vet-data/resources/national-vet-data-policy>) brings together requirements for collecting nationally consistent data about VET activity and processes, and for using data in statistical collections and national surveys.

The National VET Data Policy has recently changed and along with it the mandatory Privacy Notice which describes how personal information is collected, used, retained, disclosed and the legislative framework in which these activities operate.

Blue Dog Training must use the new Privacy Notice when enrolling students from 1 January 2021 onwards and has incorporated this Privacy Note in its enrolment processes.

As existing students continuing their studies into 2021 must also be made aware of this new Privacy Notice access to it has been published on the Blue Dog Training website and is provided below.

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), Blue Dog Training collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide adequate information as requested, Blue Dog Training may not be able to process your application.

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

The NCVET does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at www.ncvet.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your Blue Dog Training trainer who will be able to provide the requested information or access.

DESE is authorised by law, including the Privacy Act and the NVET 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>.

Please refer to the additional State or Territory Authority Privacy Notice included in this application process should this be relevant to your application.

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 Blue Dog Training 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 information about how Blue Dog Training collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Blue Dog Training privacy policy which can be found within the Student Handbook and on the web at www.bluedogtraining.com.au.

Blue Dog Training retains a record of personal information about all individuals with whom we undertake any form of business activity. Blue Dog Training must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

Identification Evidence

As a government registered training organisation, regulated by the Australian Skills Quality Authority, Blue Dog Training is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments.

Blue Dog Training must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs.

Important

In providing your personal information as requested and signing this notice, you are providing your consent for the collection, storage, use and disclosure of your personal information as outlined and confirming your receipt of, and understanding of these details.