

## WTA Privacy Policy

### Introduction

This policy is aimed to ensure that students know:

- a) when information about them is being collected;
- b) the purpose for which it is being collected;
- c) whether the information may be passed on to third parties; and
- d) the rights of individuals to have some control over the way any information about them is handled and maintained. This policy has been drafted to adhere to the Information Privacy Principles outlined in the Privacy Act (Commonwealth) 1988.

### 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. We must advise that if your personal information is not provided to us, we may be prevented from enrolling you into your course.

### 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 <https://www.ncver.edu.au/privacy>

If you would like to seek access to or correct your information, in the first instance, please contact the RTO using the contact details listed below.

[admin@wta.edu.au](mailto:admin@wta.edu.au)

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

Department of Training and Workforce Development (WA)

<https://www.dtwd.wa.gov.au/privacy>

Department of Employment, Small Business and Training (QLD)

<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 WTA 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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Description	Privacy Policy			
Created by	Peter Basell			
Date created	21/01/2021			
Approved by				
Version #	Modified by	Modifications made	Date Modified	Status
2.0	Peter Basell	Badge Group upgrade	21/1/2021	Archived
3.1	Jacob Gliddon	Minor spell check	11/02/2022	Archived
4	Glazelle van Wyngaard	Updated with Workmate TA logo and changed it to version 4. Updated DESE with DEWR and updated web links	03/10/2024	Current
Reviewed by	Modifications made		Approved by	Date
Jacob Gliddon	N/A		Jacob Gliddon	11/02/2022