QMS105_20 - STUDENT PRIVACY NOTICE FORM

To be completed by students enrolling using the FFS Short Course Bulk Enrolment Template.

(Business Area or Customer Services use only) ☐☐☐☐☐☐☐☐☐☐ Student ID Number

Your personal details

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names, exactly as written in your identity document.

Surname (Legal Family Name) _____

Given Name(s) _____ **Title** _____

Preferred First Name (Known By) _____

Date of Birth (dd/mm/yyyy) _____ / _____ / _____

Gender ☐ Male/Man ☐ Female/Woman ☐ Non-binary ☐ Different term ☐ Prefer not to answer

Chisholm Privacy Policy

Your personal information has been collected by Chisholm Institute (ABN 65 335 795 326) or our related bodies corporate ('us', 'we' or 'our').

We collect personal information about you:

- in order to consider your application to enrol in one of our courses;
- if you do enrol in one of our courses, to provide our educational and training services to you, to obtain payment from you for those services and to otherwise administer and manage our relationship with you; and
- for the purposes otherwise set out in our Privacy Policy (available at www.chisholm.edu.au/privacy).

The types of personal information that we collect may include your name, mailing or street address, email address, telephone number and other contact details, age or date of birth, and details of your previous education and qualifications. If you do enrol in one of our courses, we may collect additional personal information about you, including your emergency contact details, your parent/guardian details if you are under 18 years of age, photograph (for student identification purposes) and any student identifier numbers that are allocated to you. We may also collect additional types of personal information about you as set out in our Privacy Policy from time to time.

The personal information that you provide will be collected by or on behalf of us and may be disclosed to third parties that help us deliver our educational and training services (including our business partners, information technology and communications service providers, payment system operators and relevant government departments and education regulators) or as required by law. If you do not provide this information, we may not be able to provide our educational or training services to you, either to the same standard or at all. We may disclose your personal information to recipients that are located outside of Victoria, including to:

- Australian Government agencies and regulators located outside of Victoria but within Australia;
- if applicable, your recruitment agent and other third parties located in your home country (if that is outside of Australia); and
- if you participate in an exchange program, dual enrolment or similar arrangement with one of our international partners, to the relevant overseas educational institution.

Our Privacy Policy explains: (i) how we store and use, and how you may access and correct your personal information; (ii) how you can lodge a complaint regarding the handling of your personal information; and (iii) how we will handle any complaint. If you would like any further information about our privacy policies or practices, please contact us via email at privacy@chisholm.edu.au or by post to The Privacy Officer, Chisholm Institute, PO Box 684, Dandenong, Victoria, 3175, Australia. By providing your personal information to us, you consent to the collection, use, storage and disclosure of that information as described in our Privacy Policy and this collection notice.

Document Control

Printing this document or transferring it to another electronic format will result in the document being an uncontrolled copy. Please check that you are using the current version by checking on the QMS Website.

National VET Data Privacy Policy

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 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.

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). NCVER is the National VET Data Custodian responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

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 and the Student Identifiers Regulation 2014. NCVER may use and disclose your personal information may be used and disclosed by the NCVER for purposes that include:

- Populating Authenticated VET Transcripts;
- Administration of VET;
- Facilitating statistics and research relating to education, including surveys and data linkage; and
- Understanding the VET market.

NCVER may disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients. Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data help in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Registry. 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.

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, including:

- 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.

DEWR may be authorised by law to share 'public sector data' with third parties, including under the Data Availability and Transparency Act 2022 (Cth) (DAT Act). 'Public sector data' is defined in the DAT Act to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body…" and therefore includes any data collected by the department as part of performing VET related functions.

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.

You may receive a student survey from 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.

At any time, you may contact Chisholm Institute's Privacy Officer in the first instance by emailing privacy@chisholm.edu.au 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

Victorian Government VET Student Enrolment Privacy Policy

The Victorian Government, through the Department of Jobs, Skills, Industry and Regions (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

Chisholm Institute is required to provide the Department with student and training activity data. This includes personal information collected in the Chisholm Institute enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Chisholm Institute provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at http: www.vic.gov.au/training-data-collection

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.
The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. This includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006 (Vic)*. The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014 (Cth)* and the *Student Identifiers Regulation 2014 (Cth)*.

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact Chisholm Institute's Privacy Officer in the first instance by email privacy@chisholm.edu.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: http:// www.djsir.vic.gov.au/privacy. For further information about Unique Student Identifiers, including access, correction and complaints, go to: https:// www.usi.gov.au/documents/privacy-notice

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.
I declare that the information I have provided in my course application to Chisholm Institute is to the best of my knowledge true and correct

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature _____ **Date** ____/____/____

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Process Owner: Chief of Student Success & Support
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