

Privacy Notice

Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Australian Government | Department of Education and Training.

Under the Data Provision Requirements 2012, **REACH For Training Pty Ltd | RTO 91280** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on your enrolment form), may be used and/or disclosed by **REACH For Training** for statistical, administrative, regulatory and research purposes.

REACH For Training may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used and/or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a learner survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies.

Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the **Privacy Act 1988 (Cth)**, the **National VET Data Policy** and all **NCVER policies and protocols** (including those published on NCVER's website at www.ncver.edu.au).

Privacy Policies and Complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the **Registrar's Privacy Policy** or by contacting the Registrar on www.usi.gov.au/documents/privacy-policy or telephone **1300 857 536**, international enquiries **+61 2 6240 8740**. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint about an interference with privacy pursuant to the **Privacy Act 1988 (Cth)**. Including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USI to the Information Commissioner www.oaic.gov.au.

USI NUMBER					
FIRST NAME		MIDDLE NAME			
FAMILY NAME		DATE OF BIRTH	/	/	
RESIDENTIAL ADDRESS					
		STATE		POST CODE	
EMAIL					
TELEPHONE		MOBILE			
POSTAL ADDRESS	<input type="checkbox"/> Please tick [✓] - if your postal address is the same as above, or provide your postal address below				
ADDRESS					
		STATE		POST CODE	

DECLARATION

- I have read, I understand, and I accept the responsibilities and obligations for this arrangement;
- I acknowledge and authorise **REACH For Training Pty Ltd | RTO 91280** to create my Unique Student Identifier (USI) number under the **Student Identifiers Act 2014** and **Privacy Act 1988** as mentioned in the privacy notice above;
and;
- I declare that the information I have provided is true and correct, to the best of my knowledge.

Learner / Trainee Signature

Date

NOTE: for learners under the age of 18, a parent or legal guardian must print their name and sign this form below

Full name of parent or legal guardian

Signature of parent or legal guardian

Date

End of Document

OFFICE USE ONLY	
COMMENTS / RECOMMENDATIONS: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	ID DOCUMENT SIGHTED <i>Please Tick [✓]</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
	DOCUMENT TYPE <input type="text"/>
	<i>Dated Sighted:</i> ____ / ____ / ____
	<i>Name:</i> _____
	<i>Signature:</i> _____