

## National Centre for Vocational Education Research Ltd (NCVER) PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, EEI 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 this enrolment form and your training activity data) may be used or disclosed by EEI for statistical, regulatory and research purposes. EEI may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))

## PRIVACY DISCLOSURE FORM

### Section 1 – Personal Details

Full Name:		Student ID:	
Contact Tel:		Mobile:	
Address:			
Email:			
Age Declaration:	<input type="checkbox"/> I am Over 18 Years of age		<input type="checkbox"/> I am UNDER 18 Years of age

### Section 2 – Consent

#### Description Consent

- ✓ I understand that EEI will not release any personal information held about me to a third party without my prior written permission to do so.
- ✓ I hereby consent to the information, identified below, held by EEI being release/provided to the third party nominated below.
- ✓ I understand and agree that I will notify EEI if I decide to withdraw this permission.

#### Information permissible to be given to the third party:

- |   |  |
|---|--|
| <input type="checkbox"/> Training Attendance  | <input type="checkbox"/> Certification Documentation |
| <input type="checkbox"/> Training Location    | <input type="checkbox"/> Assessment Results          |
| <input type="checkbox"/> Personal information | <input type="checkbox"/> Other (Please specify):     |

### Section 3 – Third Party

Full Name:			
Contact Tel:		Mobile:	
Address:			
Company:			
Title/Position:			
Email:			

### Section 4 – Authorisation

Signature:		Date:	
Legal Guardian (if Under 18 years of age):			
Signed:		Relationship:	
Print Name:		Date:	