

## Privacy Policy

### Policy

St Michaels Training is committed to protecting the privacy of personal information of staff and learners by implementing the Australian Privacy Principles (APPs) which form part of the *Privacy Act 1988*.

St Michaels Training is required to collect, hold, and disclose a range of personal information on learners participating in nationally recognised training.

This information requirement is outlined in the *National Vocational Education and Training Regular Act 2011* and the following associated legislative instruments:

- *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025*
- *National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025*
- *National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020*
- *Student Identifiers Act 2014*
- *National VET Data Policy*

Under its Agreement with Skills Tasmania, St Michaels Training must also comply with the *Personal Information Protection Act 2004 (Tas.)*

### Data Collection and Secure Storage of personal information

When you enrol in a vocational education and training (VET) course, St Michaels Training collects personal information so we can process and manage your enrolment.

We take all reasonable steps to maintain the privacy and security of personal information. Personal information collected is maintained in the student records management database and Learner files.

Information stored electronically is kept on a secure server and access is restricted to authorised employees only. Paper-based documents containing personal information are in locked filing cabinets within the RTO premises.

The NVR Standards for Registered Training Organisations requires St Michaels Training to retain and store this information for up to 30 years.

### Disclosure

St Michaels Training is legally required to disclose personal information to the following entities:

- Australian Skills Quality Authority (ASQA)
- Department of State Growth (Skills Tasmania)
- Student Identifiers Register
- National Centre for Vocational Education Research (NCVER)

St Michaels Training is legally required to disclose personal information where it is necessary for an enforcement related activity being conducted by, or on behalf of, a law enforcement body.

### Access to personal information

Learners can access the personal information held by St Michaels Training, except when government legislation requires or authorises the refusal of access. To access your personal information, you will need to contact the RTO Manager in writing and specify the type/s of information you wish to view. You will be required to provide proof of identification.

Refer to <http://www.oaic.gov.au/privacy/about-privacy> for further information

### Policy Approval

| Approved by            | Date of Approval | Date of Effect | Next Review Date |
|------------------------|------------------|----------------|------------------|
| Kim Dean – RTO Manager | 30/06/2025       | 01/07/2025     | 30/06/2026       |

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| St Michael's Association Trading as<br><b>St Michaels Training</b><br>Level 1, 15 George Street Launceston Tas 7250<br>03 6333 2600 info@stmichaelstraining.tas.edu.au | <b>RTO Code:</b> 60067<br><b>ABN:</b> 17 850 072 308 |
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