

**Privacy Notice VET students
Schedule 1 of the National VET Data
Policy_Addendum 1 of this policy
(VET)**

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1. CONTEXT

The *Privacy Act 1988* regulates the way the individual's personal information is handled in Australia.

It allows you to know why your personal information is being collected, how it will be used and who it will be disclosed to. An individual you may look up their rights and other information about the Privacy Act at the website of the Office of the Australian Information Commissioner (OAIC), <https://www.oaic.gov.au/privacy/the-privacy-act>

As a registered training organisation (RTO) and a higher education provider (HEP), JMC collects personal information to process and manage enrolment in a vocational education and training (VET) course or Higher education (HE).

2. DEFINITIONS

All definitions are located in the *JMC Glossary*.

3. PRIVACY NOTICE – VET STUDENTS

This VET privacy notice is provided to all enrolling / enrolled VET students by including it on the JMC website and in the JMC Student Handbook.

As a registered training organisation (RTO), JMC collects student's personal information so we can process and manage each enrolment in a vocational education and training (VET) course with JMC.

JMC uses student's personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

JMC 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 each student 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.

JMC are also authorised by law (under the NVETR Act) to disclose personal information to the relevant state or territory training authority.

The NCVER will collect, hold, use and disclose personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Any 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 any personal information to any overseas recipients. For more information about how the NCVER will handle personal information, please refer to the NCVER's Privacy Policy at <https://www.ncver.edu.au/policies/policies/key-policies/privacy>

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

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

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.

At any time, you may contact the **JMC Academy (JMC)** 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

JMC Academy (JMC)

02 8241 8899 / info@JMC.edu.au / <https://www.JMC.edu.au/admissions/domestic-students/policies-procedures>

4. PRIVACY NOTICE – VET STUDENTS

The VET privacy notice shown at addendum 1 is provided to all enrolling / enrolled VET students by including it on the JMC website and in the JMC Student Handbook.

5. RELATED DOCUMENTS

- 5.1 JMC Glossary
- 5.2 Personal Information and Privacy Policy
- 5.3 Personal Information and Privacy Policy and Procedure (VET)
- 5.4 Privacy Notice - VET students_Schedule 1 of the National VET Data Policy_Addendum 1 of this policy (VET)
- 5.5 VET Data Use Statement (VET)

6. RELEVANT LEGISLATION

- 6.1 Privacy Act 1988 (Cth)
- 6.2 Standards for Registered Training Organisations (RTOs) 2015
- 6.3 Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 6.4 ESOS National Code 2018
- 6.5 National VET Data Policy, December 2020
- 6.6 National Vocational Education and Training Regulator Act 2011 (NVETR Act)

7. POSITIONS RESPONSIBLE

- 7.1 Campus Manager
- 7.2 Head/s of Department
- 7.3 Head of Student Services & Admin
- 7.4 Student Admissions
- 7.5 Administration

8 APPROVAL INFORMATION

Approval Authority	Quality Education and Risk Committee (QERC)
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