

Under the *Data Provision Requirements 2012*, Career Keys 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 Career Keys for statistical, regulatory and research purposes. Career Keys may disclose your personal information for these purposes to third parties, including:

- Your 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 commissioned by the VET Regulator or other Commonwealth and State or Territory government departments and authorised agencies.

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).

Applicants will be asked as part of the application process to declare all information provided is true and correct as well as their consent to the collection, use and disclosure of their personal information in accordance with this Privacy Notice.

Related Documents

POLICY & PROCEDURE Complaints and Appeals
 POLICY & PROCEDURE Privacy
 FORM Records Access Request Form
 POLICY & PROCEDURE Student Records Management
 FORM Application & Enrolment
 DOCUMENT Student Handbook

Responsible Officer

The responsible officer for the implementation and training for this Policy and Procedure is the General Manager.

Publishing details

Document History and Version Control	
Document Author: Training & Compliance Corodinator	Review Date: 12 th Oct 2019
Student Experience Framework Phase	Fulfilment
Student Experience Framework Step	Student Records

Version	Date Approved	Approved by	Brief Description
01	12 Oct 2018	Operations Manager	Provide details for student regarding Privacy under <i>Data Provision Requirements 2012</i>