



TrEd College RTO 40797 CRICOS 03741E

Privacy and Data Protection Policy

Aligned with the *Privacy Act 1988 (Cth)*, the *Australian Privacy Principles (APPs)*, and the *Standards for RTOs 2024*, particularly clauses under **Standard 8: Governance and Administration** and the **National VET Data Policy**.

TrEd College

Policy Version: 1.0

Effective Date: July 2025

Review Date: July 2026

Policy Owner: Compliance Manager

1. Purpose

This policy outlines how TrEd College collects, uses, discloses, stores, and protects personal and sensitive information in compliance with the *Privacy Act 1988 (Cth)*, including the *Australian Privacy Principles (APPs)* and relevant provisions of the *National Vocational Education and Training (VET) Data Policy*.

2. Scope

This policy applies to all:

- Current, prospective, and former students
- Staff, contractors, and volunteers
- Third-party providers delivering services on behalf of TrEd College
- Stakeholders whose personal data is handled by the College

3. Policy Statement

TrEd College is committed to protecting the privacy and confidentiality of personal information. The College only collects information necessary to provide education, support, and administrative services and takes reasonable steps to ensure that all information is secure, accurate, up-to-date, and used appropriately.

TrEd College, Level 2, 1 James Place, North Sydney, Australia			
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4. Definitions

- **Personal Information:** Information or an opinion that identifies or could identify an individual.
- **Sensitive Information:** A subset of personal information, including details such as race, health, religious beliefs, or criminal record.
- **APPs:** The Australian Privacy Principles under the *Privacy Act 1988*, governing the handling of personal and sensitive information.
- **USI:** Unique Student Identifier used for national VET data tracking.

5. Collection of Information

TrEd College collects personal and sensitive information:

- Directly from students and staff through forms, interviews, enrolment, and correspondence.
- Through third parties such as employers, schools, government bodies (e.g. USI Office), or other training organisations.

Types of information collected may include:

- Name, date of birth, contact details
- Citizenship, residency and visa details
- Educational history, employment, and training records
- USI and AVETMISS data
- Health information and emergency contact details (where required)
- Financial data (e.g., for fee payment or refunds)

6. Use of Information

Information collected is used for:

- Managing enrolments and course delivery
- Reporting to regulatory bodies such as ASQA, NCVER, and the USI Registrar
- Maintaining student records and issuing qualifications
- Supporting students (e.g., access to welfare or academic services)
- Communication with students, employers, or stakeholders
- Meeting legal and regulatory obligations

7. Disclosure of Information

TrEd College may disclose information to:

- Commonwealth and State Government agencies (e.g., NCVER, Department of Education, ASQA)
- The USI Registrar
- Employers (for workplace-based training)
- Third-party education service providers under agreement
- Legal representatives or authorities when required by law

All disclosures are made in line with the APPs and for the primary purpose for which the data was collected, or with the individual's consent.

8. Storage and Security

TrEd College maintains the integrity and confidentiality of data through:

- Secure electronic systems (with password and access controls)
- Physical records stored in locked cabinets and secure locations
- Routine data backups and disaster recovery protocols
- User access restrictions based on job roles
- Staff training on data privacy and cyber security

Records are kept in accordance with the *Records Management and Data Integrity Policy* and retention schedules.

9. Access and Correction

Individuals have the right to access and request correction of their personal information. Requests can be made in writing to:

Privacy Officer

TrEd College

Email: ITsupport@tredcollege.edu.au

Access may be restricted where permitted or required by law. If access is refused, reasons will be provided.

10. Unique Student Identifier (USI)

TrEd College complies with the *Student Identifiers Act 2014* and:

- Collects and verifies each student's USI
- Uses USIs only for the purposes permitted under legislation
- Stores and protects USIs securely and confidentially

11. Notifiable Data Breaches

Under the **Notifiable Data Breaches (NDB) scheme**, TrEd College will:

- Assess any suspected data breach involving personal information
- Notify affected individuals and the Office of the Australian Information Commissioner (OAIC) if the breach is likely to result in serious harm
- Take steps to remediate the breach and reduce risk of future breaches

A **Data Breach Response Plan** is in place to guide these actions.

12. Data Use for Research and Statistics

Personal information may be used for reporting to NCVER or other agencies for research, statistical, or policy development purposes. This is done in accordance with:

- The *National VET Data Policy*
- APP 6: Use or disclosure of personal information

All published research findings are de-identified.

13. Complaints

If an individual believes their privacy has been breached, they may lodge a complaint by:

1. Contacting the Privacy Officer at privacy@tredcollege.edu.au
2. If unresolved, contacting the **Office of the Australian Information Commissioner (OAIC)**:
www.oaic.gov.au

All complaints will be handled confidentially and promptly.

14. Related Policies and Documents

- Records Management and Data Integrity Policy
- Student Code of Conduct
- Complaints and Appeals Policy
- Staff Code of Conduct
- Privacy Act 1988 (Cth)

15. Review and Approval

Approved by CEO, TrEd College

Approval Date July 2025

Review Date July 2026