



# Privacy Policy

## Purpose

This policy ensures that **Under the Hammer Training** meets its legal and ethical requirements regarding the collection, storage, and disclosure of the personal information it holds regarding individuals.

This policy and procedure ensure compliance with Standard 6 of ASQA Standards.

## Definitions

- **ASQA** means Australian Skills Quality Authority, (the National regulator for vocational education and training).
- **Personal information** means 'information or an opinion about an identified individual, or an individual who is reasonably identifiable.
- **Standards means** the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework which can be accessed at [www.asqa.gov.au](http://www.asqa.gov.au).

## Policy

### 1. Privacy Principles:

Under the Hammer only collects and stores information from individuals that is directly related to its business purposes and legal requirements of providing nationally recognised training and assessment.

In collecting personal information, Under the Hammer complies with the requirements set out in the Privacy Act 1988 and the relevant privacy legislation and regulations of the states and territories in which the RTO operates.

This means Under the Hammer ensures each individual:

- Knows why their information is being collected, how it will be used and who it will be disclosed to.
- Can access their personal information upon request.
- Does not receive unwanted direct marketing.



- Can ask for personal information that is incorrect to be corrected.
- Can make a complaint about Under the Hammer if they consider that their personal information has been mishandled.

## **2. Collection of information:**

In general, personal information will be collected through course application and/or enrolment forms, training records, assessment records and online forms and submissions.

The types of personal information collected include:

- Personal details
- Contact details
- Employment information where relevant
- Academic history
- Statistical information about prior education, schooling, reasons for enrolling
- Training, participation, and assessment information
- Fee and payment information

## **3. Storage and use of information:**

Under the Hammer will store all records containing personal information securely and take all reasonable security measures to protect the information collected from unauthorised access, misuse, or disclosure. Personal information will be kept in a secure location, which only will be accessed by authorised staff.

The personal information held by individuals will only be used to enable efficient student administration, provide information about training opportunities, and to maintain accurate and detailed student records of course participation, progress, and outcomes.

## **4. Disclosure of information**

The personal information about students enrolled in a course with Under the Hammer may be shared with the Australian Government and designated authorities, such as ASQA (the National regulator for vocational education and training), the National Centre for Vocational Education Research (NCVER) and other Australian Government Departments.



This includes personal details, contact details, course enrolment information, unit outcomes, AQF Certification and statement issuance and information about training participation and progress.

Under the Hammer will not disclose an individual's personal information to another person or organisation unless:

- They are aware that information of that kind is usually passed to that person or organisation.
- The individual has given written consent.
- The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of public revenue.

Any person or organisation to which information is disclosed is not permitted to use or disclose the information for a purpose other than for which the information was supplied to them.

#### **5. Access to records:**

Individuals have the right to access or obtain a copy of the information that Under the Hammer holds about them including personal details, contact details and information relating to course participation, progress and AQF certification and statements of attainment issued.

Requests to access or obtain a copy of the records held about an individual must be made by contacting our office using the *Access to Records Form*. The individual must prove their identity to be able to access their records.

There is no charge for an individual to access the records that Under the Hammer holds about them; however, there may be a charge for any copies made. Arrangements will be made within 7 days for the individual to access their records.

#### **6. Correction to records:**

If an individual considers the records that Under the Hammer holds about them to be incorrect, incomplete, out of date or misleading, they can make a request in writing that the information be amended.



## 7. Complaints

Any individual wishing to make a complaint or appeal about the way information has been handled within Under the Hammer they can do so by following Under the Hammer's Complaints and Appeals Policy.

## 8. Privacy Notice

Under the *Data Provision Requirements 2012*, Under the Hammer 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 Under the Hammer for statistical, administrative, regulatory and research purposes. Under the Hammer may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER
- Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
  - Populating authenticated VET transcripts
  - Facilitating statistics and research relating to education, including surveys and data linkage
  - Pre-populating RTO student enrolment forms
  - Understanding how the VET market operates, for policy, workforce planning and consumer information; and
  - Administering VET, including program administration, regulation, monitoring, and evaluation.

Students may receive a survey which may be administered by a government department or NCVER employee, agent or third- party contractor or other authorised agencies. Students 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 National 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)).