

PRIVACY AND CONSENT NOTICE

In the course of providing education and training services to you, Sarina Russo Institute (“SRI”) collects *personal information* and *sensitive information* provided by You or otherwise obtained in relation to You. (“Your Information”).

In collecting, using, disclosing and storing Your Information, SRI is committed to complying with the *Privacy Act 1988* and the Australian Privacy Principles (“the Act”). Your Information will only be disclosed in accordance with this Act.

Storage and Data Management

In compliance with SRI Policies and Procedures, a Student file will be opened at enrolment so your studies and results will be recorded on a regular basis until the completion of your course. The file will be archived in accordance with the National VET regulator Standards. Your Information may be housed in an off-shore data management system.

Consent to Sharing

Under the *Data Provision Requirements 2012*, SRI 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 your enrolment form and your training activity data) may be used or disclosed by SRI for statistical, regulatory and research purposes. SRI may disclose your personal information for these purposes to third parties, including:

- a) Commonwealth and State or Territory government departments and authorised agencies, in particular:
 - The Australian Government Department of Education and Training; the Department of Employment, Skills, Small and Family Business; the Department of Employment, Small Business and Training (Qld) and relevant equivalent in other states and territories
 - For international students, The Department of Home Affairs, regarding:
 - your contact details; certain changes to your enrolment;
 - any breach of your student visa conditions relating to satisfactory academic performance;
 - the Tuition Protection Service, pursuant to obligations under the *Education Services for Overseas Students (ESOS) Act 2000* (Cth) and other applicable legislative obligations;
- b) NCVER
- c) employers and other training providers whereby the disclosure is relevant to the process of providing educational services to you;
- d) your employment service provider/s (current and previous, where relevant), this includes attendance and enrolment details;
- e) our contractors and suppliers – e.g. our IT contractors and database designers
- f) School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- g) Organisations conducting student surveys;
- h) Researchers; and
- i) Other students where it is reasonably required to facilitate group projects or assessments; and
- j) any person, entity or authority with a lawful entitlement to obtain the information.

Personal information 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.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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).

Publicity Consent

We may contact you to ask your permission to participate in photos, videos, testimonials or other promotional material SRI may use. Please advise us if you do not wish for this to occur.

Further Information

Further details regarding Your Information and your ability to correct or raise concerns regarding the handling of Your Information are located in our Privacy Policy. Students must notify SRI in writing in relation to changes in personal details.

Student Declaration and Consent

I declare the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I further confirm that I have read the terms of SRI's Privacy Policy.

Signature of Student

Signature of SRI Representative

Printed Name of Student

Printed name of SRI Representative

Date

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

**Parental/guardian consent is required for all students under the age of 18.*