



PRIVACY

Central Regional TAFE – Privacy Policy Summary

CRT collects, holds, uses and discloses your personal information to carry out its functions and/or activities under the Vocational Education and Training System.

This summary sets out the key points about how Central Regional TAFE (CRT) handles personal information.

Collection of Personal Information

Only personal information will be collected that is necessary for or directly related to:

- your enrolment in training and education services
- you apply for a job at CRT (*specific details may be obtained by contacting our Human Resources department*).
- the handling of complaints

What Personal and Sensitive Information is Collected

Personal information may include, but is not limited to your name, contact details, date of birth, occupation, education history, student-payment details and other information voluntarily provided by you in survey responses, competitions, complaints or other events.

Health and sensitive information about you will only be collected if you directly provide that information to CRT. Health and sensitive information may include but is not limited to, your Unique Student Identifier (USI), Tax File Numbers for VET Student Loans, citizenship and residency status, concession details, Birth Certificate, driver's licence or passport to establish identity, background characteristics such as prior education and language, racial or ethnic origin, criminal record or information about your health.

Your health information may be used to ensure any education programs in which you participate are run safely and in accordance with any special health needs requirements; for insurance purposes; or otherwise as required or authorised under an Australian law or legislation.

Use and/or Disclosure of Personal Information

CRT does not disclose sensitive information about you unless you agree or would reasonably expect us to.

Your personal information may be used and/or disclosed to allow CRT to answer your enquiries, process any application for enrolment or employment with CRT, verify your identity, inform another agency of a change of address or conduct statistical and/or regulatory student surveys.

In some circumstances CRT may also need to use or disclose your personal and/or sensitive information (including to third parties) where required to do so by law or due to statistical, legislative/regulatory authority and research.

How you may deal with CRT

You may choose to deal with CRT anonymously or under a pseudonym where lawful and practicable (ie provided CRT is able to provide the relevant service and conduct business with you without further information).

CRT Information Security

CRT takes steps to ensure that any record containing personal and sensitive information is protected by such security safeguards (eg information technology security and backup, privacy and security aware culture, access security) as it is reasonable in the circumstances to take against loss, unauthorised use, modification or disclosure and misuse.

CRT does not use a third-party data storage provider which may be located or use systems that store personal information in other countries.

If you follow a link from CRT website to a third-party website or links that allows shared content; these third-party links may facilitate collection of information through this interaction (this may occur indirectly). Please read the privacy statement of the relevant third-party websites and options they may make available to individuals in relation to collection of personal information.

Further Information and Contact Details

CRT will endeavour to collect, use and disclose personal information that is accurate, complete and up to date. If you believe your personal information is incorrect you are to contact CRT which will take reasonable steps to ensure the information is corrected.

You can access your personal information held by CRT at no charge unless CRT is authorised to refuse access by an Act, law or a court/tribunal order. Alternatively, under the *Freedom of Information Act 1982*. (Refer to *FOI Statement*).

NB: Access to reprints of your academic transcript and/or Award incurs fees as per the VET Fees and Charges Schedule as published.

If you wish to make a complaint in relation to breach of your privacy, you are to contact us. All privacy complaints will be taken seriously and will be investigated in a confidential manner.

More information on our Privacy Policy is available by [contacting us](#).