



## Privacy Policy (Summary)

Date Approved/Endorsed: 16/04/2026

Next Review: 16/04/2029

### Scope

This policy explains how Central Regional TAFE (CR TAFE) collects and uses personal information. It applies to students, staff, contractors, and others we work with. It covers all ways we handle information — online, on paper, and in person.

### Collection of Personal Information

We only collect information we require relating to:

- Enrolling students in courses
- Running and supporting training programs
- Managing jobs and employees
- Working with contractors and service providers
- Handling complaints, feedback, and questions
- Marketing and promotional materials
- Meeting legal and compliance requirements.

### Disclosure (sharing) of personal information

We do not share your sensitive information unless you agree or expect us to.

We may use or share your information to:

- Answer your questions
- Process enrolment or job applications
- Confirm your identity
- Tell another agency if your address changes
- Do surveys or meet legal requirements

Sometimes we must share information with others, such as:

- Schools (for students doing VET or school-based training)
- Parents or guardians (for students under 18)
- Employers (if they pay for your training)
- Government departments and authorised agencies
- The National Centre for Vocational Education Research (NCVER)
- When required by the law.

### Requests and choices

You can choose to stay anonymous or use a different name if the law allows and we can still provide the service.

We try to keep your information correct and up to date. If you think it is wrong, contact us to make any required changes.

You can ask to see your information for free unless the law says we cannot give access. You can also apply under the *Freedom of Information Act 1982*.

Note: Getting a copy of your transcript of academic record or award can be provided for a fee (see VET Fees and Charges Schedule).

### How to make a complaint

You can make a privacy complaint through the 'Complaints, Comments and Feedback' section on our website.

See the CR TAFE Policy and Procedure for Complaints for details on how we handle complaints.

We take all privacy complaints seriously and they remain confidential.

### Contact details

Write to:

Manager Governance and Integrity  
Central Regional TAFE  
Locked Mail Bag 103  
GERALDTON WA 6531

Email: [governance@crtafe.wa.edu.au](mailto:governance@crtafe.wa.edu.au)