



## Privacy Policy

Under the Data Provision Requirements 2012, ArbTrack Australia 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 ArbTrack Australia for statistical, regulatory and research purposes. ArbTrack Australia may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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](http://www.ncver.edu.au)).

Media Policy - from time-to-time staff at ArbTrack Australia may take photos and/or video to showcase and share various activities undertaken at ArbTrack and its other affiliated learning sites. This content will be primarily used on ArbTrack's social media platforms, at other times, this content may be used in other marketing scenarios, such as digital advertising, service flyers, brochures and in-house learning material. If you do not wish for your image to be used, please contact our office (03) 9707 5602. Permissions can be updated at any time