

Privacy Policy

Why we collect your personal information

Edmund Rice Education Australia Flexible Schools Ltd as a registered training organisation (RTO) (the RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

If you do not provide us with your personal information, we are unable to enrol you as a student as we cannot fulfil our reporting obligations as an RTO.

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVET does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at www.ncvet.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

If the privacy notice on the Department's website cannot be accessed electronically by the student, your trainer can provide them with a downloaded or hard copy of that notice.

The RTO must also comply with the state or territory authority on how they handle personal information and you are able to access a link to relevant privacy notice or policy via the following links

Queensland - <https://desbt.qld.gov.au/training/docs-data/statistics/rto-data>

South Australia - [Data access and transfer procedure \(education.sa.gov.au\)](http://Data%20access%20and%20transfer%20procedure%20(education.sa.gov.au))

Northern Territory - <https://education.nt.gov.au/policies/privacy>

New South Wales - [Privacy information \(nsw.gov.au\)](http://Privacy%20information%20(nsw.gov.au))

Western Australia - <https://www.education.wa.edu.au/privacy>

Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact the RTO to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Edmund Rice Education Australia Flexi RTO

PO Box 1861

Milton Qld 4064

Email: flexirto@ereafsn.edu.au

Telephone: 07 3447 1009

Mobile 0408 161 869.

RTO acknowledgement and approval

The Chief Executive Officer (CEO) approves

- The policy, procedure and implementation as outlined above
- The RTO Operations manager monitoring, evaluating and reviewing the application of this policy and ensuring compliance at all times
- that email addresses provide the same acknowledgment as a signature.

CEO		RTO Operations Manager	
Name	Dr Matt Hawkins	Name	Sandra Larritt
Email	matt.hawkins@ereafsn.edu.au	Email	Sandra.larritt@erea.edu.au
Date	28/11/23	Date	28/11/23
Delegated Officers			
Delegated Officer		Delegated Officer	
Email		Email	
Date		Date	