



## CONSENT TO RELEASE OF PERSONAL INFORMATION

### DISCLOSURE OF PERSONAL INFORMATION AS A CONDITION OF ENROLMENT

ACE Community Colleges collects personal information in order to administer training and assessment programmes and services in accordance with national standards and to satisfy Commonwealth and State information collection and reporting requirements (specified below). Personal information may also be sought for internal programme evaluation and improvement purposes in line with privacy requirements identified in the [ACE Student Handbook](#). The organisation will not seek to use personal information for promotional purposes where students have not expressly consented to participate in any such activity.

Commonwealth [Data Provision Requirements](#) (2012) oblige all Registered Training Organisations to collect personal information about individuals enrolling in nationally recognised vocational training programmes and to disclose that information to the National Centre for Vocational Education Research Ltd (NCVER) for statistical, regulatory and research purposes.

Personal information disclosed for these purposes includes information you provided on your enrolment application form and your training activity data (including training undertaken, results and outcomes). In addition to NCVER, the following third parties may also be entitled to access your personal information for approved purposes including statistical analysis, regulatory activity, administration and research:

- Commonwealth and State or Territory government departments and agencies (where authorised), including Centrelink and government departments and agencies in both NSW and Queensland.
- Your employer (if you are enrolled in training paid for by your employer)
- Your school (if you are a secondary student undertaking a school-based apprenticeship or traineeship)
- Organisations conducting student surveys
- Individual researchers

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

- Issuing a VET statement of attainment or qualification or for populating authenticated VET transcripts
- Facilitating statistics and research relating to education (including via surveys)
- Interpreting how the VET market operates (for policy, workforce planning and consumer information)
- Administering VET (including programme administration, regulation, monitoring and evaluation).

NCVER student surveys may be administered by an NCVER employee, agent or third party contractor. You may be invited to participate in such a survey where you have been enrolled in a nationally recognised training programme. You may opt out of the survey at the time of being contacted.

NCVER states that it will collect, hold, use and disclose your personal information in accordance with the [Privacy Act 1988](#) (Cth), the [National VET Data Policy](#) and all relevant NCVER policies and protocols (including those published on its website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### CONSENT THROUGH LODGEMENT OF ONLINE ENROLMENT APPLICATION

You accept that by continuing with the online enrolment process and lodging your application online, you are also consenting to the collection, use and disclosure of your personal information in accordance with the Disclosure Notice above. Moreover, where your enrolment application pertains to a course of study funded by the NSW government, you are also acknowledging and agreeing to the NSW Department of Industry consent wording on page 2 of this document.

**If you do not agree with any of the arrangements outlined herein, ACE Community Colleges recommends that you do not proceed with your online enrolment application.**

## Schedule 1

## Consent Wording

**CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION**

I \_\_\_\_\_

(First, middle and last Name)

of \_\_\_\_\_

(current residential address)

with date of birth \_\_\_\_\_

understand and agree that, under the *Data Provision Requirements 2012*, [**insert name of the Provider**] is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by [**insert name of the Provider**] for statistical, regulatory and research purposes. [**insert name of the Provider**] may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Industry (**Department**);
- 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.

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose my 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)).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with [*insert name of the Provider*] for the purposes of evaluating and assessing my subsidised training.

I declare that 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 the manner outlined above.

PRINT FULL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required*

PRINT FULL NAME OF GUARDIAN: \_\_\_\_\_

SIGNATURE OF GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_