

*Empowering knowledge for corporate excellence*

## Student Privacy Policy

### 1. Purpose

The aim of this policy is to ensure AILFE's student personal information must not be released to a third party without the student's written consent. However, there are certain exceptions to this rule and these are:

- 1.1 Where disclosure of the information is for the purpose for which it is collected, for example, Centrelink or Department of Immigration and Border Protection enquiries.
- 1.2 Where disclosure of the information is necessary to prevent or lessen a serious and imminent threat to the life or health of the student concerned or to another person.

A student should be allowed to have access to their own personal information in order to update or amend that information.

### 2. Scope

- 2.1 This policy applies to the release of a student's personal information collected by AILFE.
- 2.2 The policy does not apply to information which is contained in publicly available documents, or information about people who have been dead for more than thirty years.

### 3. Context

**3.1** The following should be considered when applying the release of student information:

- Privacy and Personal Information Protection Act 1998
- Freedom of Information (FOI) Act, 1989
- Children and Young Persons (Care and Protection) Act 1998
- Department of Education and Training – Privacy Code of Practice

**3.2** Document history and details

### 4. Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

### 5. How we use your personal information

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.

Type	Policy and Procedure	Next Revision Date	29.06.2026	Document Owner	PEO/Director
Version	1.4	Date Amended / Checked	29.06.2025	Original Issue Date	07.05.2014
Title	Student Privacy Policy		RTO: 41041	CRICOS: 03402B	
Printed copy is UNCONTROLLED COPY. Please check with the Compliance Manager for the latest version of this document.					Page 1 of 2

## 6. 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.

## 7. 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 NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.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 NVETR 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>.

## 8. Surveys

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

Type	Policy and Procedure	Next Revision Date	29.06.2026	Document Owner	PEO/Director
Version	1.4	Date Amended / Checked	29.06.2025	Original Issue Date	07.05.2014
Title	Student Privacy Policy		RTO: 41041	CRICOS: 03402B	
Printed copy is UNCONTROLLED COPY. Please check with the Compliance Manager for the latest version of this document.					Page 2 of 2

*Empowering knowledge for corporate excellence*

## 9. Contact information

At any time, you may contact AILFE 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

## 10. Contact

Student inquiries regarding this policy should be directed to the Student Administration Office.

## 11. Review

This policy will be reviewed annually. Reviews will explicitly consider compliance with the Standards for RTOs 2025, ESOS Act 2000, and National Code 2018 Standards, as well as privacy legislation updates.

Type	Policy and Procedure	Next Revision Date	29.06.2026	Document Owner	PEO/Director
Version	1.4	Date Amended / Checked	29.06.2025	Original Issue Date	07.05.2014
Title	Student Privacy Policy		RTO: 41041	CRICOS: 03402B	
Printed copy is UNCONTROLLED COPY. Please check with the Compliance Manager for the latest version of this document.					Page 3 of 2

*Empowering knowledge for corporate excellence*

**Compliance Mapping – High Level**

<b>Theme</b>	<b>Reference</b>	<b>Compliance Alignment</b>
Privacy and Confidentiality	RTO Standards 2025 – Clause 8.5	Ensures secure handling, storage, and confidentiality of student records.
International Student Protection	ESOS Act 2000	Protects privacy of overseas students and requires PRISMS reporting while maintaining confidentiality.
Formalisation of Enrolment	National Code 2018 – Standard 3	Student enrolment agreements include privacy protections and information use clauses.
Student Support Services	National Code 2018 – Standard 6	Confidential handling of student wellbeing, academic, and support information.
Complaints and Appeals	National Code 2018 – Standard 10	Complaints and appeals processes maintain privacy and protect student information.
Continuous Review	RTO Standards 2025 – Clause 8.2	Policy is reviewed annually to ensure compliance with privacy legislation and regulatory frameworks.

Type	Policy and Procedure	Next Revision Date	29.06.2026	Document Owner	PEO/Director
Version	1.4	Date Amended / Checked	29.06.2025	Original Issue Date	07.05.2014
Title	Student Privacy Policy		RTO: 41041	CRICOS: 03402B	
Printed copy is UNCONTROLLED COPY. Please check with the Compliance Manager for the latest version of this document.					Page 4 of 2