



PRIVACY POLICY

Why do we collect your personal information

As a Registered Training Organisation (RTO), we collect your personal information to process and manage your enrolment in a vocational education and training (VET) course. Enrolment cannot be completed without the provision of personal details.

How do we use your personal information

We use your personal information to deliver your VET course, manage your enrolment, and comply with our obligations as an RTO. This includes reporting your information to relevant authorities as required by law.

Disclosure of Personal Information

We are legally required to disclose your personal information to certain government bodies. Specifically, we share your information with:

- National Centre for Vocational Education Research (NCVER): NCVER is responsible for managing VET data and conducting research and statistics related to the VET sector. Under the [National Vocational Education and Training Regulator Act 2011](#) (NVETR Act), your personal details may be used for research, statistical purposes, and to populate authenticated VET transcripts.
- State and Territory Authorities: We may also share your information with relevant state or territory training authorities to fulfill regulatory and administrative requirements.

Your personal information may be disclosed to the Australian Government Department of Education, Skills and Employment (DESE), and other government bodies involved in VET administration, regulation, or research.

How Your Information Is Managed by NCVER and Other Authorities

The National Centre for Vocational Education Research (National Centre for Vocational Education Research) handles your personal information in accordance with the [Privacy Act 1988](#) and the [National Vocational Education and Training Regulator Act 2011](#). NCVER may use and disclose your information for research, education statistics, and policy development purposes, but will not disclose your personal information to overseas recipients.

The [Department of Employment and Workplace Relations \(DEWR\)](#) and other authorised bodies may also use your personal information to support the administration of the vocational education and training (VET) system and to ensure regulatory compliance.

For more information on how NCVER and the Australian Government manage your personal information, please refer to the following resources:

- **NCVER Privacy Policy:** <https://www.ncver.edu.au/privacy>
- **VET Data Privacy Notice:** <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

Surveys

As part of the VET experience, you may be invited to participate in surveys conducted by government departments, NCVER, or other authorised agencies. Participation is voluntary, and you may opt-out at any time.

Accessing and Correcting Your Information

If you wish to access or correct your personal information, please contact the RTO directly.

Relevant Privacy Policies for VET Students in Queensland

As a VET student in Queensland, you should be aware of the following privacy notices and policies:

- **Queensland Curriculum and Assessment Authority (QCAA) Open Data Strategy – Privacy Policy**
<https://www.qcaa.qld.edu.au/about/corporate-policies/privacy>
- **Department of Employment, Small Business and Training (DESBT) – Privacy Policy**
<https://desbt.qld.gov.au/help/privacy>
- **National Centre for Vocational Education Research (NCVER) – Privacy Policy**
<https://www.ncver.edu.au/privacy>
- **Department of Employment and Workplace Relations (formerly DESE) – VET Data Privacy Notice**
<https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

For further information or a hard copy of these policies, please contact your RTO Manager, Chris Riches.

Contact information

At any time, you may contact Ipswich State High School 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

All Ipswich SHS staff, including administration support and course coordinators, can be contacted as follows:

The Ipswich State High School

1 Hunter St, Brassall QLD 4305

PO Box 5069, Brassall QLD 4305

Phone: (07) 3813 4488

Fax (07) 3813 4400