

Privacy Statment

As a Registered Training Organisation (RTO), **Staysafe Industry Training** is committed to protecting your privacy and handling your personal information in accordance with the **Privacy Act 1988 (Cth)** and other relevant legislation.

Why We Collect Your Personal Information

We collect your personal information so we can:

- Process and manage your enrolment in vocational education and training (VET)
- Deliver training and assessment services
- Comply with legal obligations as an RTO

Access to Your Records

You have the right to access your personal and training records.
To request access:

- Submit a written request to **administration**
- Records can be provided via **email** or **hard copy**
- If not immediately available, please allow **up to 3 working days** for processing

How We Use Your Information

We use your personal information to:

- Deliver and administer your training
- Communicate with you about your enrolment, progress, and outcomes
- Comply with our legal and regulatory obligations

Disclosure of Your Information

Under the **National Vocational Education and Training Regulator Act 2011 (Cth)**, we are required to disclose your personal information to the **National Centre for Vocational Education Research (NCVER)**, which collects data for the **National VET Data Collection**.

We may also disclose information to:

- **State or Territory training authorities**
- **Commonwealth agencies**, including the **Department of Employment and Workplace Relations (DEWR)**

How NCVER and DEWR Handle Your Information

Your personal information may be used by NCVER for purposes including:

- Creating authenticated VET transcripts
- Research and statistical analysis of education and training
- Policy development, workforce planning, and market analysis

NCVER and **DEWR** are authorised to collect, use, and disclose your data in accordance with the Privacy Act and NVETR Act.

NCVER's full privacy policy: www.ncver.edu.au/privacy

DEWR VET Privacy Notice: www.dewr.gov.au/national-vet-data/vet-privacy-notice