

Consent for Collection, Use or Disclosure of Personal Information

Under the *Data Provision Requirements 2020*, Burton Training and Consultancy Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Why we collect personal information:

As a Registered Training Organisation (RTO), we collect your personal information (including the personal information contained on the student contact details / enrolment form and your training activity data) so we can process and manage your enrolment in a vocational education and training (VET) course with us.

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.

How we disclose your personal information:

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

We are also authorised by law to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information:

NCVER will collect, hold, use and disclose your personal information in accordance with law, including the Privacy Act 1988 (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.

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>.

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 Burton Training and Consultancy to:

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

Company Name:	Burton Training & Consultancy Pty Ltd
RTO Code:	32468
ABN:	66 112 231 188
Site Address:	27-29 Jay Street, Mount St John QLD 4818
Postal Address:	PO Box 7365, Garbutt QLD 4814
Phone No:	(07) 4758 9702
Email:	admin@burtontraining.com.au

Unique Student Identifier (USI)

From 1 January 2015, we Burton Training and Consultancy Pty Ltd can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Or alternatively, if you would like us Burton Training and Consultancy Pty Ltd to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at: <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of the student contact details / enrolment form so that we can apply for a USI on your behalf.

You may already have a USI if you have done any nationally recognised training since 2015. It is important find out whether you already have a USI before attempting to create a new one. You should

not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at: <https://www.usi.gov.au/students/find-your-usi>

The information you provide through the USI application process:

- is collected by the Student Identifiers Registrar for a number of purposes;
- may be disclosed to a number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers;
- may be disclosed to the Oversight Authority in instances pertaining to digital identity to enable them to perform their functions;
- will not otherwise be disclosed without their consent unless authorised or required by or under law.

Detailed information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the Student Identifiers Act 2014 and in the Privacy Policy: <https://www.usi.gov.au/about-us/privacy>

Privacy policies and complaints:

You can find out more about how the Student Identifiers Registrar collects, uses and discloses your personal information:

- in the Student Identifiers Registrar's Privacy Policy;
- by emailing the Registrar;
- by calling 1300 857 536.

The Student Identifiers Registrar's Privacy Policy contains information about:

- how you can access and seek correction of the personal information held about yourself;
- how to make a complaint about a breach of privacy by the Registrar in connection with the USI;
- how complaints are handled.

You can also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988. This includes the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.