

## South West TAFE respects your right to privacy

South West TAFE is committed to respecting your privacy. When you enrol or access our services, we may collect personal information to identify you and provide support. We take all reasonable steps to protect this information and comply with the Victorian Privacy and Data Protection Act 2014, the Commonwealth Privacy Act 1988, and the Health Records Act 2001, including the privacy principles outlined in these laws.

### Privacy Notice

Under the *Data Provision Requirements 2012*, South West TAFE is required to collect and disclose your personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information may be used for:

- Statistical, administrative, regulatory, and research purposes
- Disclosure to Commonwealth and State/Territory government departments and authorised agencies
- Disclosure to NCVER

NCVER may use your data to:

- Populate authenticated VET transcripts
- Conduct education-related research and surveys
- Pre-fill enrolment forms
- Support policy, workforce planning, and consumer information
- Administer and evaluate vocational education programs

You may be contacted to participate in surveys conducted by NCVER or government agencies. Participation is voluntary, and you may opt out at the time of contact

NCVER handles your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on [NCVER's](#) website). For more details, refer to [NCVER's Privacy Policy](#).

### Why do we collect personal information?

We collect personal details to:

- Identify and communicate with you as a student
- Fulfil government reporting obligations
- Provide tailored support services

Some questions are required by government departments (e.g. education history), while others help us offer additional assistance (e.g. disability support).

### What is Sensitive Information?

Sensitive information is personal information that includes information or an opinion about an individual's:

- Racial or ethnic origin
- Political opinions or associations
- Religious or philosophical beliefs
- Trade union membership or associations

- Sexual orientation or practices
- Criminal record
- Health or genetic information
- Biometric identifiers

Because of its nature, sensitive information is handled with extra care and protected more strictly than general personal information.

### How do we collect personal information?

We typically collect your personal information from your enrolment form. In some cases, we may also gather information from other documents, such as a Practical Placement Application Form, especially if your course includes a work placement component.

### What do we do with the information we collect?

Your personal information is primarily used within South West TAFE and shared with relevant departments to support your education and wellbeing. These include:

- Your teaching department
- Our data and analytics team
- The Finance Department
- Support services such as Student Services

In certain cases, we may be required to share your information with external organisations. For example:

- Employers: If your training is part of a Registered Training Agreement, we report your progress to your employer or host employer.
- Government agencies: We may report to bodies such as Centrelink or the Department of Veterans' Affairs when required by law
- Funding bodies: We provide data to the Department Jobs, Skills, Industry and Regions for audits and student surveys.

Any organisation we share your information with is also bound by privacy obligations.

### How do I know the information is correct?

We will do everything we can to make sure that the information we hold about you is up to date and correct. You can help us by filling out your enrolment form carefully and letting our Student Experience team know when any of your personal details change. You can do this by sending an email to [learn@swtafe.edu.au](mailto:learn@swtafe.edu.au)

### Can I access my personal information?

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, speak with a Student Experience Officer. For security reasons, we will ask you to put your request in writing, and we reserve the right to charge a fee for locating the information, depending on the difficulty of the request. If the information is incorrect we will do our best to correct it as soon as possible after you tell us.

### Can a third party access my information?

We do not share your personal information with third parties unless:

- Required by law
- You provide written consent

For example, if your employer or a family member (and you're over 18) requests access, we'll ask for your written permission before sharing any details.

## What happens if I don't provide my personal information?

You're not obligated to provide personal information. However, withholding certain details may limit our ability to offer services or affect your enrolment eligibility

What do I do if I want to know more?

If you want to know more about what sort of personal information we hold and what we do with it, contact:

Privacy Officer  
South West TAFE  
P O Box 674 | WARRNAMBOOL | 3280  
[feedback@swtafe.edu.au](mailto:feedback@swtafe.edu.au)