Privacy Notice

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.

If, for any reason, you do not provide this requested information you may not be eligible for funding, if applying and / or we may not be able to enrol you into your requested course. If you are undertaking any HRW licence course this information is mandatory to be able to be enrolled and undertake the HRW licence assessment.

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* (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). 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.

How NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government Employment and Workplace Relations (DEWR), 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

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

For more information about how 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, don't hesitate to get in touch with Kallibr Training via

Quality & Compliance
Email: compliance@kallibr.com.au
Phone: 1300 668 141

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national-vet-data/vet-privacy-notice. This is attached at the end of this Privacy Statement for your convenience.

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.

Contact information

At any time, you may contact Kallibr Training RTO32365 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

Construction Skills Queensland (CSQ)

Under our obligations to the CSQ Contract, if you apply for or access CSQ funding to subsidise your training:

- we must provide your personal information and training data to CSQ. Please refer to the CSQ Privacy Policy at https://www.csq.org.au/privacy-policy/
- you provide consent for CSQ to contact you to include but not limited to:
    - a Review;
    - conducting Destination Surveys; and/or
    - contacting you by any means (including but not limited to electronic, telephone, SMS, or other written form) to advise a participant of CSQ products and services, whether current or future.

Skills Assure (QLD) User Choice Program

Under our obligations as a Skills Assure (QLD) provider of the User Choice Program, if you access User Choice funding to subsidise your training, we must provide your personal information and training data to the Department of Employment, Small Business and Training (DESBT), Queensland. Please refer to the DESBT Privacy Policy at https://www.qld.gov.au/legal/privacy

Priority Industry Training (PIT) Program (WA)

Under our obligations as a preferred Priority Industry Training provider of the PIT Program, if you access funding to subsidise your training, we must provide your personal information and training data to Department of Training and Workplace Development (DTWD), Western Australia. Please refer to the DTWD Privacy Policy at https://www.dtwd.wa.gov.au/privacy

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