Captain Cook Institute Pty Ltd trading as
George Brown College
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Privacy Policy

Name:	**Privacy Policy**
Approved by:	PEO
Date Approved:	17 May 2023
Implementation Owner	General Manager – George Brown College
Maintenance Owner	General Manager – George Brown College
Review Date	17 May 2024

In accordance with our Privacy policy, we are committed to protecting the privacy and personal information of all our students. Except as required under the Australian Quality Framework (AQF), Standards for Registered Training Organisations (RTOs) 2015 and Government Contracts or by law, information about a student will not be disclosed to a third party without the written consent of the student.

Access by students to their personal records is available upon written request to the GM. Students can also access their personal records through RTO Manager log-in provided to students in orientation.

Students must keep their contact details updated at all times, including emergency details using RTOManager or calling College directly, and requesting Support Team to update their contact details at all times. Please note that the written agreement (Letter of Offer) that you have signed with GBC, states clearly about your right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Why GBC collect your personal information?
We collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How do 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 do we disclose your personal information?
We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NCVER 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). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about Australian VET Sector. We are also authorized 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 Department of 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, please contact your RTO using the contact details listed below.

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.

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 GBC 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

Variations
GBC reserves the right to vary, replace or terminate this policy from time to time.

Disclaimer:
A printed copy of this document may not be the most recent version. Please check X:\GBC Central for current version

Change History

Version	Approval date	Reviewed by	Approved by	Change
V.4	13 November 2019	General Manager	PEO	Development of policy
V.5	17 May 2023	General Manager	PEO	Development of policy