



Privacy Policy



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Privacy Policy

Purpose

The purpose of this policy is to outline how Firetrain collects, uses, stores, discloses, and protects personal information to ensure privacy, confidentiality, and compliance with legislative and regulatory requirements.

This policy supports Firetrain's commitment to safeguard the personal information of VET students, staff, contractors and other stakeholders.

Scope

This policy applies to all personal information collected, held, used, or disclosed by Firetrain, whether in electronic or hard-copy form. It applies to all staff, contractors, trainers and assessors, and Third Parties engaged by Firetrain who handle personal information and data as part of their role.

Policy Statement

Firetrain is committed to protecting the privacy of individuals and managing personal information in a lawful, fair, and transparent manner.

Personal information is collected and handled in accordance with the *Privacy Act 1988* and the Australian Privacy Principles (APPs), and the regulatory and reporting requirements applicable to Registered Training Organisations regulated by the Training Accreditation Council.

Firetrain collects personal information only where it is necessary to deliver training and assessment services and to meet regulatory, reporting and administrative requirements. Individuals are informed, where required, about how their personal information will be collected, used and disclosed.

Personal information is used only for the purposes for which it was collected, unless otherwise authorised or required by law.

Firetrain takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure through the implementation of appropriate physical, technical, and administrative safeguards.

Individuals may request access to, or correction of, their personal information held about them in accordance with the *Privacy Act 1988*.

Personal information is retained only for as long as required to meet legal, regulatory and organisational requirements and in accordance with approved retention periods. Once retention requirements are met, personal information is securely destroyed.

Individuals may lodge a privacy complaint with Firetrain if they believe their personal information has been mishandled. Privacy complaints will be managed in accordance with the Complaints and Appeals Policy and Procedure.

VET Student Information and Data Reporting

Firetrain collects personal information from VET students to process and manage enrolment, deliver training and assessment services and meet its obligations as a Registered Training Organisation.

Firetrain is required to collect and report information about nationally recognised training in accordance with the applicable Data Provision Requirements and VET data reporting requirements.

VET student information, including enrolment information, Unique Student Identifier information and training activity data, may be used or disclosed for statistical, regulatory, research, funding and VET administration purposes.

Information may be disclosed, where applicable, to:

- the Department of Training and Workforce Development
- the Training Accreditation Council
- the National Centre for Vocational Education Research Ltd (NCVER)
- Commonwealth and State or Territory government departments and authorised agencies
- a VET student's school where the VET student is undertaking VET through a secondary school
- a VET student's employer where training is arranged or funded by the employer
- organisations authorised to conduct VET student surveys
- authorised researchers
- other organisations where disclosure is authorised or required by law.

Information provided to NCVER may be used for purposes including:

- administering VET programs and the national VET system
- regulating and monitoring RTOs
- producing statistics and undertaking research
- informing VET policy and workforce planning
- supporting consumer information about the VET sector
- facilitating VET student surveys
- supporting the issue and verification of VET qualifications and statements of attainment
- populating authenticated VET transcripts.

Personal information provided for the National VET Provider Collection is handled in accordance with applicable privacy legislation and the VET Data Policy.

Further information about the collection, use and disclosure of VET data is available from NCVER and the Australian Government Department responsible for vocational education and training.

Firetrain will not disclose personal information to other Third Parties without the individual's consent unless the disclosure is authorised or required by law.