

Educate. Learn. Empower. Lead

Why we collect your personal information

As a registered training organisation (RTO), ICAN Learn collects your personal information to process and manage your enrolment. ICAN Learn manages your personal information in accordance with the Australian Privacy Principles.

How we use your personal information

ICAN Learn uses your personal information to facilitate enrolment, communication and outcomes to comply with our obligations as an RTO.

ICAN Learn will use your personal email contact to link you with the ICAN Learn sector newsletter. Should you want to opt out of this newsletter you can unsubscribe or email administration@icanlearn.edu.au to remove you from the mailing list. Your email contact will not be provided to any third-party organisation.

How we disclose your personal information

ICAN Learn is 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 Vocational Education Training (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 the Australian VET sector.

ICAN Learn is required by law (under the NVETR Act) to disclose your personal information to the relevant State or Territory Training Authority.

If you have an approved VET Student Loan (VSL), your personal information will be disclosed to the Commonwealth and the VSL Tuition Protection Director if requested¹.

How the NCVER and other bodies handle your personal information

The 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.

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, VET regulators and VSL Regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- administration of VSL, including entering your personal information into the Commonwealth eCAF portal and monitoring a VSL including payments and progression in the course
- 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.

¹ (s94) VET Student Loan Rules 2016

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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 ICAN Learn using the contact details listed below.

DESE is authorised by law, including the Privacy Act, the NVETR Act and the VSL Act 2016, 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/using-site/privacy> .

Surveys

You may receive a student survey from a government department or NCVER. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact ICAN Learn 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.

For enquiries relating to privacy please email administration@icanlearn.edu.au