



PRET AUSTRALIA PRIVACY POLICY

PRIVACY POLICY

Our privacy policy has been produced to ensure that PRET Australia complies with the Australian Privacy Principles and clearly explains how your personal information is managed.

Personal Information

- a) Upon enrolment we seek personal information from you via your enrolment form and or training plan
- b) The information collected from your enrolment form and or training plan
Personal Information includes:- full name, date of birth, sex, citizenship, residential address, postal address, language and cultural diversity, disability, educational qualifications, employment details, reason for study.
- c) We require this information to conform to The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) and Student Identifiers Act 2014. The data provided is primarily used for research and statistical data to measure the performance of the Vet system.

If you are completing a traineeship this data will be used in connection with MEGT Australia Apprenticeships Centre, they contract to the Australia Government through the department of industry to administer the Australian Support Service Programme. Initially this is to identify if a student qualifies for a traineeship and then ongoing administration paperwork to manage the traineeship.

From 1 January 2015, all students undertaking nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) in schools.

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

The USI will:

- link a student's VET achievements, regardless of where in Australia they did the course
- let students easily access secure digital transcripts of their achievements (transcripts will be available from April 2016)
- give students more control over their VET information.

See <http://www.usi.gov.au/Students/Pages/default.aspx> for further information

Whilst your training is active this data including assessment results is used within our training management system and is reported to the government on a periodical basis to the Department of Education and Training.

Once your training has been completed we are legal responsible to store your course accreditation for a period of 30 years. The storage of this data via electronic archive backup and hard file copy are both stored off site.

We may use this information to contact you in relation to your current/future courses with our organisation.



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- d) You can view/access your information by accessing our training management system or alternatively call PRET Australia. To make any corrections or amendments to the information must be requested in writing and proof will be request for this/these changes (for example:- marriage certificate or name change certificate).
- e) Should you need to complain about our privacy policy you may by following our dispute procedures contained in the PRET Australia Student Handbook
- f) We do not disclosure your information to any overseas recipients.

Direct Marketing

We may use this information to contact you in relation to future courses within our organisation
However we give the option to option to this on your enrolment form.

Government Identifiers

All students are required to have a USI number after 1st January 2015

Students taking up a Government funded traineeship will receive, in addition, a Registration Number and Student Number

Quality of personal information

Our records are kept up to date in line with legislative requirements and is only amended as your training progresses and you complete units or clusters. However if your personal information should change (for example: marriage/divorce/address change/ employment change) during your undertaken training period you are required to advise PRET Australia in writing as soon as possible so we can amend accordingly.

Security

Our Training Management System is a secure website requiring an SSL Certificate. All data is securely encrypted to the same standards used by the banking sector.

All pages (other than the public desktop) require a secure login account which are created and protected using the industry standard Microsoft Security Patterns and Practices.

Access

If at any time you request your information – it can be accessed via your unique log in via the training management system. www.pret.com.au. If you are completing a traineeship your training record booklet is kept up to date progressively with your training record plan and evidence of your employment/working hours and any task completed either via workplace evidence or via training which can be viewed at any time as this document is kept at your employer's address.

Correction of personal information

If your personal information should change (for example: marriage/divorce/address change/ employment change) you are required to advise PRET Australia in writing as soon as possible so we can amend accordingly.