

Dealing with Personal Information

As an approved VET provider, Headmasters Academy Pty Ltd (TA Headmasters, BeautyMasters, MakeUpMasters) complies with the Australian Privacy Principles (APP) in relation to personal information obtained for the purposes of the VET Student Loans Act 2016. The APP's are set out in the Privacy Act 1988 (Privacy Act) and deal with the collection and management of personal information.

The type of information that HeadMasters collect from will depend on the information and services that is requested. This can include, without limitation,

- Student identifiers (name, date of birth, student numbers, unique student identifiers (USI), State and Territory Student Identifiers and Apprenticeship / Traineeship Contract IDs;
- Student contact details (phone, address, email, fax etc.);
- Information such as disabilities, illness, language, literacy or numeracy challenges, and other sensitive information;
- Student IDs such as Medicare cards, drivers license, concession cards etc. for the purpose of identifying eligibility for courses and / or funding;
- Student residency and or citizenship status for the purpose of identifying eligibility for courses and or funding;
- Copies of student transcripts from other education institutes for determining eligibility for course and / or credit transfers;
- Third party reports regarding on the job performance for employers; and
- Assessment results

Use of information

HeadMasters may disclose the personal information about students, other information or data we collect if:

- You give us your consent;
- You would reasonably expect us to disclose it for another purpose, and that other purpose is related to the purpose specified to you at the time of collection; or
- HeadMasters are required by law or it is otherwise necessary, as detailed by the Australian Privacy Legislation
- Access is required by an identified government officer from such agencies as Australian Government, State and Territory Governments and designated authorities, including
 - Australian Skills Quality Authority (ASQA),
 - the Commonwealth Department with responsibility for administering the VET Student Loans Act 2016 and Higher Education Support Act 2003
 - the Tuition Assurance Scheme manager (ACPET),
 - the external Dispute Resolution Scheme Manager (the Commonwealth VET Student Loans Ombudsman).

Security of your information

Any information that HeadMasters collect about students, will be kept in a secure database. All reasonable steps to ensure that the information is protected against misuse and loss, modification or disclosure, and from unauthorised access, including restricting access of information only to employees who require it in order to fulfill HeadMasters' obligations.

HeadMasters will comply with all legislation, principles, industry codes and policies relating to information privacy protection by which we are bound.

Your rights to access information

HeadMasters will allow a Student to apply for and receive a copy of the VET personal information that the provider holds in relation to that student. If students believe that the information held by the HeadMasters is incorrect they can correct the information by informing the Student Administration team at the campus

Information retention and disposal

HeadMasters retains personal information for as long as it is required for its business and training delivery activities and functions, and for as long as we are legally required to retain the information. As a Registered Training Organisation, we must adhere to retention guidelines as set out by governing bodies, for all enrolled students and training records. When personal information is no longer necessary, and it is lawful to do so, HeadMasters will destroy the information or take reasonable steps to de-identify the information.

National Centre for Vocational Education Research Ltd (NCVER).

Under the *Data Provision Requirements 2012*, HeadMasters is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on our enrolment form), may be used or disclosed for statistical, administrative, regulatory and research purposes. HeadMasters may disclose your personal information for these purposes to Commonwealth and State or Territory government departments and authorised agencies; and NCVER.

Students may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Publication

This Procedures relating to Personal Information will be made available to students and persons seeking to enrol with HeadMasters through publication in the Student Handbook and on the Institute's website