

Privacy Statement

Creative Safety Initiatives will at all times comply with the 13 *Australian Privacy Principles* as well as the *Australian Privacy Principles guidelines (APP guidelines)* under s 28(1) of the *Privacy Act 1988* when handling personal information.

1. *Open and transparent management of personal information:* Creative Safety Initiatives will document how we manage personal information and when requested and will make it available to the person to whom it legally relates.
2. *Anonymity and pseudonymity:* Wherever applicable or relevant, Creative Safety Initiatives will provide the opportunity for students to interact with Creatives Safety Initiatives without identifying yourself.
3. *Collection of solicited personal information:* Creative Safety Initiatives will collect only the information necessary to perform its functions in a lawful and fair way. The Student will be told the purposes for which the information is collected.
4. *Dealing with unsolicited personal information:* Creative Safety Initiatives will deal appropriately with the receipt of any unsolicited personal information at all times.
5. *Notification of the collection of personal information:* Creative Safety Initiatives will notify the students of the collection of any personal information, and the circumstances surrounding such collection.
6. *Use or disclosure of personal information:* Personal information will not be used or disclosed for a secondary purpose unless you have consented or a prescribed exception applies.
7. *Direct marketing:* Any personal information we hold, will not be used or disclosed for the purpose of direct marketing, unless prescribed exceptions apply.
8. *Cross-border disclosure of personal information:* Your privacy protections apply to the transfer of personal information out of Australia.
9. *Adoption, use or disclosure of government related identifiers:* Government related identifiers (e.g., Medicare numbers, tax file number and unique student identifiers) will only be used for the purposes for which they were issued. Creative Safety Initiatives will not assign these unique identifiers, except where it is necessary to carry out its functions and except as permitted by law.
10. *Quality of personal information:* Creative Safety Initiatives will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date.
11. *Security of personal information:* Creative Safety Initiatives will take all reasonable steps to protect the personal information it holds from misuse, interference, loss and from unauthorised access, modification or disclosure.
12. *Access to personal information:* Any student will be given access to any personal information held, except to the extent that prescribed exceptions apply.
13. *Correction of personal information:* Creative Safety Initiatives will take all reasonable steps to correct any information that is deemed inaccurate, out of date, incomplete, irrelevant or misleading.

For more information visit the <http://www.oaic.gov.au/>

Privacy Notice

Under the *Data Provision Requirements 2012*, Creative Safety Initiatives is required to collect personal information about you and to disclose that personal information to National Centre for Vocational Education Research Ltd.

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Creative Safety Initiatives for statistical, administrative, regulatory and research purposes. Creative Safety Initiatives may disclose your personal information for these purposes to:

- Commonwealth and State/Territory government departments and authorised agencies; and
- National Centre for Vocational Education Research Ltd

Personal information that has been disclosed to National Centre for Vocational Education Research Ltd may be used or disclosed by National Centre for Vocational Education Research Ltd for the following purposes:

- populating authenticated vocational education and training transcripts
- facilitating statistics and research relating to education, including surveys and data linkage
- pre-populating recognised training organisation student enrolment forms
- understanding how the vocational education and training market operates, for policy, workforce planning and consumer information; and
- administering vocational education and training, including program administration, regulation, monitoring and evaluation

You may receive a student survey which may be administered by a government department or National Centre for Vocational Education Research Ltd 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.

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

For more information about National Centre for Vocational Education Research Ltd.'s Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Approved by:	Brian Vernon
Position of Approver:	Creative Safety Initiatives Compliance Officer
Date Approved:	3.3.2023
Approvers Signature:	