

Student Privacy Policy

Date Approved:	27 January 2023
Date Effective:	27 January 2023
Policy Category:	Student
Policy Owner:	National Manager – Student Support

1. Context, Purpose & Key Principles

SEDA Group Pty Ltd (“SEDA”) is committed to ensuring compliance with relevant privacy legislation and has established principles of transparency and fairness for the management of personal information and protecting the privacy of those whose information it holds. There are Thirteen (13) Australian Privacy principles that govern the standards, rights and obligations around:

- The collection and use of personal information
- An organisation or agency’s governance and accountability
- Integrity and correction of personal information
- The rights of individuals to access their personal information.

Personal information is defined by the Privacy Act as:

‘Information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not.’

1.2 SEDA adheres to the following legislative Acts:

- a) Victorian Privacy and Data Protection Act, 2001.
- b) Victorian Health Records Act, 2001.
- c) Commonwealth Privacy Act, 1988
- d) Victorian Public Records Act 1973.
- e) Victorian freedom of Information Act, 1982.
- f) National Vocational Education and Training Regulator Act 2011

These acts govern how organisations are to collect, use, store, disclose and give access to public information.

Document Name:	Student Privacy Policy		
Document Owner:	National Manager Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 1 of 4</i>

2. Scope

All SEDA students who have been previously enrolled or are currently enrolled. Prospective students who supply personal information with regard to course enquiries or requests to be placed on SEDA distribution lists.

Prospective students can access the Student Privacy Policy via the SEDA website. Enrolled students can access this statement via their LMS (MySEDA) CANVAS or Schoolbox (as applicable) under Policies.

3. Information collected

3.1 SEDA, SEDA Colleges, or Independent Schools (where applicable) collect personal information about you:

- At the time of enrolment
- For attendance purposes in your course
- For the provision of support services and activities
- For the purpose of providing, you with information about SEDA courses and activities
- For the purpose of SEDA's Alumni program

In addition to the above and under the [National VET Data Policy](#), all RTO's must implement policies and procedures to collect student data. The Data Provision Requirements are a legislative instrument made under section 187 of the *National Vocational Education and Training Regulator Act 2011* <https://www.legislation.gov.au/Series/C2011A00012>

All student data must be submitted by SEDA as a Registered Training Organisation (RTO) for the National VET Provider Collection. This must be submitted even if students have withdrawn their enrolment or who did not successfully complete as well as those that have achieved competency, including recognition of prior learning and credit transfer. Student data also needs to be submitted by the RTO responsible for issuing a VET Statement of Attainment or VET qualification to the student.(Refer to **Issuance Policy**)

3.2 Types of data collected includes:

- Course information including level, field of education and special course flag;
- Age (date of birth);
- Gender;
- Citizenship;
- Aboriginal and Torres Strait Islander indicator;
- Location of term residence;
- Location of permanent home residence;
- Basis for admission to course;
- Type of attendance (full-time / part-time);

Document Name:	Student Privacy Policy		
Document Owner:	National Manager Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 2 of 4</i>



- Mode of attendance (internal, external, multi-modal);
- Country of birth;
- Language spoken at home;
- Year of arrival in Australia;
- Language spoken at home;
- Tertiary entrance score;
- Equity data (Disability, Low-SES, NESB (non-English speaking background), Women in non-traditional areas, Regional/Remote);
- Highest educational attainment prior to commencement; and
- Award course completions
- Unique Student Identifier (USI)

Student records containing USI's are identifiable data containing personal information and are subject to the Privacy ACT, including the Australian Privacy Principles.

The [Privacy Notice](#) sets out privacy information a student needs to know before they enrol with an RTO. SEDA is responsible for providing this Privacy notice to students as part of the enrolment process.

This Privacy Notice explains how personal information provided by the student may be collected, held, used or disclosed, together with training activity information. It also assists to establish a student's expectations of how their personal information and training data may be handled.

This Privacy Notice also makes it clear that the Notice is in addition to any other specific requirements RTOs are obligated to provide to their students, for example, under state or territory privacy laws.

Under the National VET Data Policy 2020, **Lifeline Australia** 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 this enrolment form), may be used or disclosed by Lifeline Australia for statistical, administrative, regulatory and research purposes. Lifeline Australia may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

You 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).

Document Name:	Student Privacy Policy		
Document Owner:	National Manager Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 3 of 4</i>

4. To access your information

If you would like to access or correct your personal information, you must write to:

Privacy Officer

c/o info@sedagroup.com.au

5. To make a complaint

If you think we may have breached your privacy you can make a complaint via the **Complaints and Appeals Policy** (insert link.)

Version Number	Date Approved	Effective Date	Owner	Summary of Change(s)
2.0	27/01/2023	27/01/2023	National Manager – Student Support	Replaces SEDA Privacy Policy with required updates and split out from Operations Manual.

Document Name:	Student Privacy Policy		
Document Owner:	National Manager Student Support	<i>Document control management – Uncontrolled when printed</i>	<i>Page 4 of 4</i>