

**Privacy Notice and Student Declaration**

The Privacy Notice and Student Declaration is a statement acknowledged by a student to indicate awareness that personal information collected from the student may be used together with training activity information. The privacy statement lists the ways information about the student is held, used, disclosed and managed.

**Privacy Notice**

Under the *Data Provision Requirements 2012*, **Redbank Plains State High School RTO 30428,** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER) or Queensland Curriculum and Assessment Authority (QCAA) as a delegate for ASQA.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **Redbank Plains State High School RTO 30428,** for statistical, regulatory and research purposes. **Redbank Plains State High School RTO 30428,** may disclose your personal information for these purposes to third parties, including:

* School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
* Employer – if you are enrolled in training paid by your employer;
* Commonwealth and State or Territory government departments and authorised agencies;
  + E.g. NCVER/QCAA;
* Organisations conducting student surveys; and
* Researchers.

Personal information disclosed to NCVER/QCAA may be used or disclosed for the following purposes:

* Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
* facilitating statistics and research relating to education, including surveys;
* understanding how the VET market operates, for policy, workforce planning and consumer information; and
* administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER/QCAA student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

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

**Student Declaration and Consent**

I ………………………………………………………………………….. declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

*STUDENT SIGNATURE* [or electronic acknowledgement] ………………………… DATE ……………………………

*PARENT/GUARDIAN SIGNATURE*[or electronic acknowledgement]\*

…………………………………….. DATE …………………………..

*\*Parental/guardian consent is required for all students under the age of 18.*