



# PRIVACY POLICY

## PRIVACY NOTICE

Under the Data Provision Requirements 2012, Icon Training Academy 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 and your training activity data) may be used or disclosed by Icon Training Academy for statistical, regulatory and research purposes. Icon Training Academy may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET (Vocational Education and Training), including a school-based apprenticeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER (National Centre for Vocational Education Research);
- Organisations conducting student surveys; and
- Researchers.

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

- Verifying your Unique Student Identifier (USI), 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 student survey which may be administered by an NCVER employee or agent. 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 Privacy Act 1988, the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's [website](#)).

# PRIVACY POLICY CONTINUED.

Icon Training Academy takes the privacy of our participants very seriously and we will comply with all legislative requirements. These include the Privacy Act (1988) and National Privacy Principles (2014). Your enrolment form provides for participants to give permission for us to discuss the participants progress with their employer. In some cases, we will be required by law or required by the RTO Standards 2015 to make participant information available to others. In all other cases we ensure that we will seek the written permission of the participant.

The thirteen (13) Privacy Principles are defined below:

## **PRINCIPLE 1**

Open and transparent management of personal information. The object of this principle is to ensure that Icon Training Academy's entities manage personal information in an open and transparent way.

## **PRINCIPLE 2**

Anonymity and pseudonymity. Individuals may have the option of not identifying themselves, or of using a pseudonym, when dealing with Icon Training Academy in relation to a particular matter.

## **PRINCIPLE 3**

Collection of solicited Personal Information. Icon Training Academy must not collect personal information (other than sensitive information) unless the information is reasonably necessary for Icon Training Academy's business purposes.

## **PRINCIPLE 4**

Dealing with unsolicited personal information.

If Icon Training Academy receives personal information, Icon Training Academy must, within a reasonable period after receiving this information, determine whether or not we would have collected the information under Australian Privacy Principle 3, and if not we must, as soon as practicable but only if it is lawful and reasonable to do so, destroy the information or ensure that the information is de-identified.

## **PRINCIPLE 5**

Notification of the collection of personal information. Requires Icon Training Academy to notify our students, staff and participants of any additional information that we collect about them, and further advise them of how we will deal with and manage this information.

## **PRINCIPLE 6**

Use or disclosure of personal information. The information that Icon Training Academy holds on an individual that was collected for a particular purpose, Icon Training Academy must not use or disclose the information for another purpose unless the individual has consented.

## **PRINCIPLE 7**

Direct marketing. As Icon Training Academy holds personal information about individuals, we must not use or disclose the information for the purpose of direct marketing.

## **PRINCIPLE 8**

Cross border disclosure of personal information. Where Icon Training Academy discloses personal information about an individual to an overseas recipient, Icon Training Academy must take all steps to ensure that the overseas recipient does not breach the Australian Privacy Principles.

## **PRINCIPLE 9**

Adoption, use or disclosure of government related identifiers. Icon Training Academy must not adopt a government related identifier of an individual as its own identifier of the individual, except when using identification codes or numbers issued by either the State based regulators, or the Department of Innovation with regard to the Unique Student Identifier.

## **PRINCIPLE 10**

Quality of personal information. Icon Training Academy must take such steps (if any) as are reasonable in the circumstances to ensure that the personal information that Icon Training Academy collects is accurate, up to date and complete.

## **PRINCIPLE 11**

Security of personal information. If an APP entity holds personal information, the entity must take such steps as are reasonable in the circumstances to protect the information.

## **PRINCIPLE 12**

Access to personal information. As Icon Training Academy holds personal information about an individual, Icon Training Academy must, on request by the individual, give the individual access to the information.

## **PRINCIPLE 13**

Correction of personal information. As Icon Training Academy holds personal information about individuals and should we believe that this information is inaccurate, out of date, incomplete, irrelevant or misleading; or the individual requests the entity to correct the information; Icon Training Academy must take such steps as are reasonable in the circumstances to correct that information.



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