

PRIVACY POLICY

Meditech Training College recognises the importance of protecting the privacy of their students and customers.

The following policy outlines our commitment to protecting the privacy of our people. We do this by:

- Protecting the privacy of any communication you may have with us online, unless it is in a public forum.
- Not sharing any information with third parties regarding how you may use our site or for what purposes.
- Our website technology utilises secure protection controls which keeps information secure and safeguarded.
- Private student login areas are protected by secure protection controls and the information held within this area will only be available to those with an approved login.
- Meditech Training College will advise students and customers of any changes to this policy.

Using your personal information

We will, under no circumstances provide or sell your personal information to third parties for marketing purposes. With your implied consent, we may use your details to send you information of our own that may be of interest to you. You may alter this consent at any time.

Our website analytics collect data about traffic that the site attracts. In this way, we use information provided to us about visitors' geography, age and other factors to refine and improve our services, troubleshoot problems and prevent fraud.

By registering for a profile on our website, you are allowing us to use your information in the following ways:

- To allow the creation of an account and profile for you based on the information provided to us;
- To use that information to contact you about site, website and security updates;
- To provide you with additional communication and promotional material including newsletters;
- To inform you of other services or website affiliated with Meditech Training College;
- To conduct internal surveys, questionnaires, promotions and contests;
- To generate internal reports about how our site is being used.

Sharing information with other organisations

Sometimes we may need to give some personal information about you to other organisations who provide services that assist us in supplying to you, or in administering, the products and services you require, or assist us in giving you the information that you are entitled to. Examples of such organisations are our related entities, related training organisations, printing and mailing houses, valuers, legal advisers and collection agents. These organisations may only use the information to the extent necessary to provide the services we require.

Meditech Training College has the right to amend this policy as we see fit.

PRIVACY NOTICE FOR ENROLLED STUDENTS

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Without this personal information, we will not be able to enrol you as a student.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact Meditech Training College using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Meditech Training College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

To see the Meditech Training College Privacy Policy, please visit

www.meditechtrainingcollege.nsw.edu.au.