PRIVACY AND INFORMATION HANDLING PROCEDURES (VSL)

1 PURPOSE AND SCOPE

1.1 The purpose of this Policy is to outline the principles and framework for privacy and information handling procedures at Skills Compliance for students accessing a VET Student Loan.

1.2 Skills Compliance is subject to and must comply with the *Information Privacy Act 2009* (Qld) when it collects, holds, uses and/or discloses an individual's personal information and health information.

1.3 Skills Compliance must also comply with other legislation when it deals with personal information, such as the Privacy Act 1988 (Cth), Telecommunications (Interception and Access) Act 1979 (Cth).

1.4 This Policy sets out Skills Compliance's commitment to protecting personal and health information.

1.5 The Policy applies to all of Skills Compliance's employees, students, contractors, THIRD PARTIES and affiliates.

2 DEFINITIONS

2.1 For the purposes of this Policy, and associated Procedures, the following definitions apply:

2.1.1 ASQA – Australian Skills Quality Authority, the national VET regulator for RTOs.

2.1.2 RTO – Registered Training Organisation.

2.1.3 VET – Vocational Education and Training.

2.1.4 Skills Compliance – RTO 4132 Trading as Skills Compliance

2.1.5 VSL-VET Student Loan – a loan provided by the Commonwealth Government to eligible students to contribute to tuition fees in vocational education. The loan becomes a VETSL debt that is repayable.

2.1.6 VETSL Debt – a debt owed to the Commonwealth by VSL loan debtors.

2.1.7 ECAF – Electronic Commonwealth Assistance Form that initiates enrolment and loan approval.

2.1.8 Inbound Aviation Pty Ltd– Approved delivery agents for training and assessment under a Third-Party Agreement with Skills Compliance

2.1.9 The Department – Commonwealth Department of Employment and Workplace Relations (DEWR).

2.1.10 The Secretary – The Secretary of the Department of Employment and Workplace Relations.

3 POLICY STATEMENT

3.1 This Privacy Policy is a requirement under *Part 7, Division 1, Subdivision L of the VET Student Loans Rules.* This policy must be made available to prospective VSL applicants prior to enrolment where a VET Student Loan is to be used to contribute towards the tuition fees of a VSL approved course/qualification. This policy assures that:

Handling information

1. Skills Compliance has processes and procedures for handling information.

2. The processes and procedures:
   a) provide for the management of students' personal information in accordance with the Australian Privacy Principles; and
   b) provide for students to access their personal information; and
   c) provide for students to have incorrect personal information corrected; and
   d) provide accurate information about the use and disclosure of personal information collected by the provider, including that the information may be disclosed to the Commonwealth and the VSL Tuition Protection Director.

3.2 This Privacy Policy aligns to and is equivalent to the Skills Compliance Privacy Policy. The policy has been adapted to meet VSL requirements. This policy addresses requirements under the *Privacy Act 1988 (Cwth).*

3.3 Skills Compliance is committed to respecting the privacy of individuals, creating a privacy culture and promoting fair and compliant information handling practices in its educational, research, engagement, and administrative procedures and activities.

3.4 Skills Compliance must notify the department (DEWR) within one business day of a suspected data breach involving personal information

3.5 Skills Compliance will meet its statutory requirements under the Privacy and Personal Information Protection Act 1998.

4. PROCEDURES

4.1 Staff, students and affiliates are to report any breach of privacy to the CEO, including any instances of accidental collection, misuse, disclosure or destruction of personal or health information.

4.2 Skills Compliance provides privacy education and training to staff to promote awareness of and compliance

4.3 Records will be maintained and retained securely to meet the requirements as set out in VSL legislation and the Outcome Standards for NVR Registered Training Organisations 2025.