



Privacy Policy

Purpose

This policy is to outline why personal information is collected from the VET students and how it is being used in the enrolment process and also by various Government entity including the Department of Education

Policy

RBIT recognizes the importance of protecting the privacy and personal information of its students in accordance with the National Code [Standard 3.3.6](#) and the [Privacy Act 1988](#). This Privacy Policy outlines the circumstances in which personal information collected from the student may be disclosed by RBIT to the Commonwealth including the Tuition Protection Service (TPS), or state or territory agencies, as permitted by law.

Collection of Personal Information by RBIT

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment on a vocational education and training (VET) course with us. We will need certain information if you wish to enrol in a VET course with us.

- For the purpose of providing educational services and complying with regulatory requirements and our obligation as a RTO and CRICOS provider under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally
- Includes but is not limited to: name, address, contact details, date of birth, nationality, visa details, academic records, and details of your parent(s) or guardian(s) (for students who are under 18 years of age at the time of enrolment) and other relevant information.
- RBIT is obligated to disclose the personal information of students to the National VET Data Collection maintained by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for the collection, management, analysis, and dissemination of research and statistics pertaining to the Australian VET sector.
- The collection of personal information is conducted in a lawful and fair manner, and students are informed of the purpose of collection, the consequences of non-provision, and their rights to access and correct their personal information.

How we use your personal information

- RBIT will only use personal information for the purpose for which it was collected, or as otherwise permitted or required by law.
- Personal information may be disclosed to the Commonwealth, including the [Tuition Protection Service](#) (TPS), or state or territory agencies in accordance with the Privacy Act 1988 and the National Code Standard 3.3.6.
- Personal information may also be disclosed to third parties in limited circumstances, such as service providers engaged by RBIT to assist in the provision of educational services.
- RBIT will take reasonable steps to ensure that any third parties to whom personal information is disclosed comply with privacy laws and protect the confidentiality and security of the information.



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 (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:
- The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.
- For more information about how the NCVER will handle your personal information please refer to [NCVER's Privacy Policy](#)
- 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](#)

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. See sample survey sent by the Government departments.

Security of Personal Information

- RBIT takes reasonable steps to protect personal information from unauthorized access, use, disclosure, alteration, or destruction.
- Personal information is securely stored in physical and electronic formats and is accessible only by authorized personnel on a need-to-know basis.

Access and Correction of Personal Information

- Students have the right to access and correct their personal information held by RBIT, subject to certain exceptions as permitted by law.
- Requests for access or correction of personal information should be made in writing to the Admin Officer at RBIT.
- RBIT will respond to access or correction requests within a reasonable timeframe and will provide reasons for any refusal or limitation of access.

Complaints and Enquiries

- Students who have concerns or inquiries about the handling of their personal information by RBIT can contact the Admin Officer at info@rbit.qld.edu.au.
- Complaints will be handled promptly and in accordance with RBIT's [Complaints and Appeals Policy](#).

Review and Updates

- This Privacy Policy is subject to periodic review to ensure its continued relevance and compliance with applicable laws and regulations.
- Updated versions of the Privacy Policy will be made available to students on the RBIT website and through other appropriate communication channels.