



Privacy Policy

1. Purpose

This policy outlines how RBIT collects, uses, stores, and discloses personal information relating to students enrolled in vocational education and training (VET) courses.

2. Policy

2.1 RBIT recognises the importance of protecting the privacy and personal information of its students in accordance with the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) 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.

Personal information collected by RBIT may be disclosed to authorised government bodies for regulatory and administrative purposes. This includes the National Centre for Vocational Education Research (NCVER) for the National VET Data Collection (AVETMISS), and the Provider Registration and International Student Management System (PRISMS) for international students where required.

2.2 Collection of Personal Information by RBIT

RBIT collects and reports student data in accordance with the **Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)** to support the National VET Data Collection. 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. 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.

2.3 Privacy Notice at Enrolment



At the time of enrolment, students are provided with a privacy notice explaining how their personal information will be collected, used, stored, and disclosed.

This notice is provided through enrolment forms, written agreements, or student information materials to ensure students understand how their information may be used for:

- administration of their training and assessment
- regulatory reporting such as AVETMISS data submission
- compliance with the **ESOS Act 2000** for international students
- reporting through PRISMS where required
- research, surveys, and statistical purposes by authorised government agencies.

By completing the enrolment process, students acknowledge that they have been informed of how their personal information may be used and disclosed.

2.4 How we use your personal information

- Personal information is collected and used for purposes including student enrolment, training delivery, assessment, certification, regulatory reporting, quality assurance, and compliance with applicable legislation.
- For international students studying on a student visa, personal information may be disclosed through the **Provider Registration and International Student Management System (PRISMS)** for the purposes of administering the **ESOS Act 2000** and monitoring compliance with student visa conditions.
- 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 of Practice for Providers of Education and Training to Overseas Students 2018.
- 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.

2.5 How the NCVER and other bodies handle your personal information?

- The National Centre for Vocational Education Research Ltd (NCVER) is the national administrator of the VET National Data Collection. NCVER may use and disclose personal information for the purposes of VET administration, research, statistics, and policy development.
- 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 Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than



RTO) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- The NCVET may also disclose personal information to persons engaged by NCVET to conduct research on NCVET's behalf.
- For more information about how the NCVET will handle your personal information please refer to [NCVET's Privacy Policy](#)
- DEWR is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR [VET Privacy Notice](#)

2.6 Surveys

You may be contacted to participate in a student survey conducted by a government department, an NCVET employee, agent, third-party contractor, or another authorized agency. Please note that you have the option to decline participation in the survey when you are contacted.

2.7 Security of Personal Information

- RBIT takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. Personal information is stored securely in both physical and electronic systems and access is restricted to authorised staff.
- Personal information is securely stored in physical and electronic formats and is accessible only by authorized personnel on a need-to-know basis.

2.8 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.

2.9 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](#).

2.9 Data Breach Management

- In the event of a suspected or confirmed data breach involving personal information, RBIT will take immediate steps to contain and assess the breach. Where required under applicable privacy laws, affected individuals and relevant authorities may be notified, and corrective actions will be implemented to prevent recurrence.



ROYAL BRISBANE INSTITUTE OF TECHNOLOGY

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This policy is reviewed regularly to ensure continued compliance with the **Standards for RTOs 2025**, the **ESOS Act 2000**, and the **National Code of Practice for Providers of Education and Training to Overseas Students 2018**.