IET Education Group Pty Ltd T/A Immaculate Education and Training

RTO No. 46361 | ABN 73 677 538 402

Privacy Notice for Students

Student Policy

Document ID	IET-SP-04
Version	4.0
Approved by	Chief Executive Officer
Applies to	All applicants, students and former students
Related documents	Internal policy IET-POL-27 Privacy; Student Handbook Section 11

1. Why We Collect Your Information

IET collects personal information so we can enrol you, deliver your training and assessment, support you, arrange work placement, issue your certificate, manage your fees and meet our legal obligations as a registered training organisation. We handle your information in line with the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

2. What We Collect

- your name, contact details, date of birth, emergency contact and identity documents
- your Unique Student Identifier (USI)
- information required for national reporting, such as citizenship, language background, prior education, employment and disability status
- your LLND results, attendance, assessments, results and certificates
- support information you choose to tell us, such as health or disability needs
- for placement: your police check, any Working with Children Check, NDIS worker screening and vaccination evidence required by the host
- payment records (we do not store full card numbers)
- your Moodle activity and submissions

If you do not give us required information, we may not be able to enrol you, report your training or issue your certificate.

3. Who We Share It With

Who	Why
NCVER (National Centre for Vocational Education Research)	National reporting required by law. NCVER may use your information for statistics, research and surveys. See NCVER's Privacy Policy at ncver.edu.au.
Who?	Commonwealth and state or territory government departments and authorised agencies (for example the Department of Employment and Workplace Relations)
Why?	Statistical, regulatory and research purposes, as allowed by law
ASQA and other government regulators	Regulatory requirements and audits
The Student Identifiers Registrar	To verify or create your USI
Licensing bodies	For example, the Licensing and Regulation Division of Victoria Police for security courses, where required
Your placement host	Information needed for your placement. Health or disability information is only shared with your consent.
Service providers	For example, our Moodle provider, who must keep your information confidential
Emergency services	If needed to protect someone's life, health or safety

You may be contacted to take part in a national student survey, run by NCVER, a government department or an organisation acting for them. You can choose not to take part when you are contacted. Your enrolment form also includes the national VET Privacy Notice, which explains how NCVER and government departments handle your information. We never sell your information or give it to others for marketing.

4. Keeping It Safe

Your information is stored in password-protected systems with access limited to staff who need it, and paper records are kept in locked storage at our registered office. Some of our service providers, such as our cloud storage provider, may store information on servers outside Australia. Where this happens, we take reasonable steps to make sure your information is protected in line with Australian privacy law. We keep records for the periods required by law and then securely destroy them. Records that allow us to reissue your certificate are kept for 30 years.

5. Seeing and Correcting Your Information

You can ask to see the information we hold about you by writing to the Administration Officer or emailing info@iet.edu.au. We will give you access within 10 business days, free of charge. If something is wrong, ask us to correct it.

6. Marketing

We may send you information about other courses. Every message includes a way to unsubscribe.

7. Concerns

If you are worried about how we have handled your information, contact the CEO through info@iet.edu.au. If you are not satisfied with our response, you can contact the Office of the Australian Information Commissioner at oaic.gov.au or 1300 363 992.

This document is reviewed at least annually, and earlier where there is a change to legislation, the Standards, a training package, IET's scope of registration or IET's operations, or where a review, complaint, audit or validation outcome identifies the need for change. Changes are recorded in the Continuous Improvement Register.