



National College of Skills

11 Johnston Road, Mossman, Qld 4873
info@ncs.edu.au | +61 7 4098 1228 | <http://NCS.edu.au>
RTO 32474 |

Privacy Policy

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1.0 SCOPE

National College of Skills (NCS) is committed to ensuring all personal information and data held by NCS is managed and protected in line with the Privacy Act 1998 (Cth), Australian Privacy Principles (APP) (2014) and the Privacy Amendment Act 2012.

2.0 Policy

2.1 Collection

National College of Skills will collect only the information necessary for one or more of its functions. Individuals will be told the purposes for which the information is collected. Information is collected during enrolment in order to meet our legal obligations.

2.2 Use and Disclosure

Personal information will not be used or disclosed for a secondary purpose unless:

- The individual has consented to disclosure
- National College of Skills reasonably believes the disclosure is necessary in relation to serious or life-threatening circumstances of the individuals or others
- The disclosure is authorised by law
- A prescribed exception applies.

National College of Skills is a registered RTO and is required to submit data sourced from enrolment forms to the national VET administrative collection as a regulatory reporting requirement.

The information contained on the enrolment form may be used by National College of Skills or the following third parties for administrative, regulatory and/or research purposes:

- School - if students are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer - if student is enrolled in training paid by their employer.
- Government departments and authorised agencies.
- Researchers.

Where State or Commonwealth funding supports training, we are obliged to submit your enrolment details for statistical purposes. The information we collect from you is protected. Personal student files will only contain information pertinent to the student's training program.

2.3. Data Quality

National College of Skills will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete, and up to date.

2.4 Data Security

National College of Skills will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification, or disclosure.

Steps taken include ensuring suitable physical, electronic, and administrative processes have been put in place. Authorised staff are also trained in the privacy and security principles for the handling, access, storage, disclosure and management of student information and data.

2.5 Sensitive Information

National College of Skills will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

2.6 Openness

Individuals have the right to access or obtain a copy of their personal information held by National College of Skills. they will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses, and discloses the information, in addition to providing a copy of an individual's personal information if requested.

2.7 Access and Correction

Individuals will be given access to the information held except to the extent that prescribed exceptions apply. National College of Skills will correct and update inaccurate or out of date information as identified by an individual.

2.8 Unique Identifiers

Commonwealth Government identifiers (e.g. Medicare number or tax file number), will only be used for the purposes for which they were issued. National College of Skills will not assign unique identifiers except where it is necessary to carry out its functions efficiently.

2.9 Anonymity

Wherever possible, National College of Skills will provide the opportunity for the individual to interact with them without identifying themselves.

2.10 Transborder Data Flows

The individual's privacy protections apply to the transfer of personal information outside of Australia.

2.11 Complaints

Students may access the NCS's Complaints and Appeals process should they consider NCS has breached the Australian Privacy Principles or the Privacy Act 1988. In line with our Complaints and Appeals Policy and Procedure, NCS will ensure the timely, transparent, and unbiased investigation of any complaint and respond to the individual in writing outlining all findings.