PRIVACY NOTICE FOR DATA COLLECTION IN VET

Why we collect your personal information

As a registered training organisation (RTO), Evolve College collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide your personal information, we will not be able to enrol you as a student.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We may be required by law, under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act), to disclose the personal information we collect about you to the National Centre for Vocational Education Research Ltd (NCVER). We may also be required to provide personal information to a state training authority, which may then disclose that information to NCVER. NCVER is the National VET Data Custodian and is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

Some of Evolve College's service providers (for example, cloud-based email, video-meeting, learning or payment platforms) may store or process personal information outside Australia, as explained in section 8 of our *Privacy Policy and Procedure*.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act), the NVETR Act and the *Student Identifiers Regulation 2014*. NCVER may use and disclose your personal information 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.

NCVER may disclose your personal information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET, and VET regulators, for the purposes for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

Commonwealth and State and Territory government authorities who deal with or have responsibility for VET also have contracted IT operators that design, build, test, operate, maintain and host a VET data system used to collect and/or store VET data. VET data system operators are subject to a range of strict privacy, security and confidentiality obligations. Your personal information may be used by VET data system operators to fulfil their contractual obligations, including ensuring that the VET data system is operating properly. VET data system operators and their contractors will be required to abide by the Australian Privacy Principles.

Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data held in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Register.

For more information about how NCVER will handle your personal information, please refer to NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil its functions and activities, including:

- administration of VET, such as program administration, regulation, monitoring and evaluation;
- facilitation of statistics and research relating to education, including surveys and data linkage; and
- understanding how the VET market operates, for policy, workforce planning and consumer information.

DEWR may be authorised by law to share "public sector data" with third parties, including under the *Data Availability and Transparency Act 2022* (Cth) (DAT Act). "Public sector data" is defined in the DAT Act to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body…" and therefore includes any data collected by the department as part of performing VET-related functions.

For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at www.dewr.gov.au/vet-activity-data/vet-privacy-notice (also available from the Policies page of our website as the *Department VET Privacy Notice*).

State-funded training

If your enrolment is under a state or territory subsidised (funding) program, the state or territory training authority will require access to your personal information and may request details from us about you and your study. We will be required to supply this information. For example, if you study in Western Australia with funding from the WA Government, Jobs and Skills WA (Department of Training and Workforce Development) will handle your information as described at www.jobsandskills.wa.gov.au/privacy.

Surveys

You may receive a student survey from 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.

Contact information

At any time, you may contact Evolve College to:

- request access to your personal information;
- correct your personal information;
- make a complaint about how your personal information has been handled; or
- ask a question about this Privacy Notice.

Evolve College Pty Ltd (RTO 41035) | T: 1300 880 885 | E: evolve@evolvecollege.com | W: www.evolvecollege.com
Our *Privacy Policy and Procedure* is at www.evolvecollege.com/policies.

Version V26.01. Approved November 2026. Next review: November 2027. Based on NCVER's privacy notice template (VET Information Standard sample enrolment form, July 2026). Replaces v24.01.
Related documents: Privacy Policy and Procedure, Department VET Privacy Notice.