

**Privacy Notice VET students  
Schedule 1 of the National VET Data  
Policy\_Addendum 1 of this policy  
(VET)**

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## 1. CONTEXT

The *Privacy Act 1988* regulates the way the individual's personal information is handled in Australia. This ACT ensures all individuals are aware of why personal information is being collected, how it will be used and who it will be disclosed to.

An individual may look up their rights and other information about the Privacy Act at the website of the Office of the Australian Information Commissioner (OAIC), <https://www.oaic.gov.au/privacy/the-privacy-act>

As a registered training organisation (RTO), AFTT collects personal information to process and manage enrolment and course completion in the Vocational Education and Training (VET) sector.

## 2. DEFINITIONS

All definitions are located in the *VET Glossary*.

## 3. PRIVACY NOTICE – VET STUDENTS

This VET privacy notice is provided to all enrolling / enrolled VET students by including it on the AFTT website and in the AFTT Student Handbook.

As a registered training organisation (RTO), AFTT collects student's personal information to process and manage enrolment and completions in their VET courses.

AFTT uses student's personal information to enable the delivery of VET courses, and otherwise, as needed, to comply with RTO obligations.

AFTT are required by law, under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act), to disclose the personal information collected about each student to the National VET Data Collection kept by the National Centre for Vocational Education Research (NCVER). The NCVER is responsible for collecting, managing, analysing, and communicating research and statistics about the Australian VET sector. AFTT are also authorised by law (under the NVETR Act) to disclose personal information to the relevant state or territory training authority.

The NCVER will collect, hold, use and disclose personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Any 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, Department of Employment and Workplace Relations (DEWR), 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:

- administration of VET, including program administration, regulation, monitoring and evaluation;

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

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose any personal information to any overseas recipients. For more information about how the NCVER will handle personal information, please refer to the NCVER's Privacy Policy at <https://www.ncver.edu.au/policies/policies/key-policies/privacy>

Any individual or students seeking access to or correcting any information, in the first instance, are to contact the RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose any personal information to fulfil specified functions and activities.

For more information about how the DEWR will handle personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

At times, individuals may receive a student survey conducted by a government department or an NCVER employee, agent, third-party contractor, or another authorised agency. Where a survey is requested, there is usually an opt out option available should any contacted individuals not wish to take part in the survey.

At any time, students may contact the **Academy of Film, Theatre & Television (AFTT)** to:

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

**Academy of Film, Theatre & Television (AFTT)**

**02 8241 8899 / [info@afft.edu.au](mailto:info@afft.edu.au) / <https://www.afft.edu.au/admissions/domestic-students/policies-procedures>**

The VET privacy notice shown at addendum 1 is provided to all enrolling / enrolled VET students by including it on the AFTT website and in the AFTT Student Handbook.

## **5. RELATED DOCUMENTS**

- 5.1 AFTT Glossary
- 5.2 Personal Information and Privacy Policy
- 5.3 Personal Information and Privacy Policy and Procedure
- 5.4 Privacy Notice - VET students\_Schedule 1 of the National VET Data Policy\_Addendum 1 of this policy
- 5.5 VET Data Use Statement

## **6. RELEVANT LEGISLATION**

- 6.1 Privacy Act 1988 (Cth)
- 6.2 Standards for Registered Training Organisations (RTOs) 2025
- 6.3 Standards for Registered Training Organisations (RTOs) 2015
- 6.4 Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 6.5 ESOS National Code 2018
- 6.6 National VET Data Policy, December 2020
- 6.7 National Vocational Education and Training Regulator Act 2011 (NVETR Act)

## **7. POSITIONS RESPONSIBLE**

- 7.1 Campus Manager
- 7.2 Head/s of Department
- 7.3 Head of Student Services & Admin
- 7.4 Student Admissions
- 7.5 Administration

## 8 APPROVAL INFORMATION

<b>Approval Authority</b>	Quality Education and Risk Committee (QERC)
<b>Health Check approval authority</b>	AFTT CEO
<b>Review date</b>	01/12/2026

Version	Approved by	Approval date	Effective date	Modifications	Status
7.0	QERC	02/02/2022	03/02/2022	New template	Superseded
8.0	QERC	30/06/2025	01/07/2025	Std's for RTO's 2025	Current