

# Privacy and Confidentiality

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Blueprint Career Development

## 1 Policy

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Blueprint Career Development will ensure the confidentiality and privacy of all information provided by individuals, including learners, staff, clients and partner organisations.

## 2 Purpose

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Blueprint Career Development is committed to protecting sensitive information and complying with all government legislation pertaining to privacy and confidentiality.

## 3 Scope

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This policy applies to all Blueprint Career Development staff, including co-providers, consultants, licensees, contractors and partners.

## 4 Procedures

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A **Privacy Notice** (Addendum 1) is included in online and manual enrolment processes and students are required to sign off on this before commencing their studies with Blueprint Career Development.

No staff member will provide sensitive or private information about any individual or organisation without prior written permission from Blueprint Career Development management and the individual or entity concerned.

It is the responsibility of management to ensure that all staff:

- Are aware of, and apply this policy,
- Understand and comply with the relevant legislation and contractual requirements.

### Collection of information

Blueprint Career Development will only collect information that is necessary for the purpose of providing a quality service.

### Use and Disclosure of Information

Blueprint Career Development will only use and disclose personal information for the purpose for which it has been collected, unless consent has been given to use for additional purposes. We are required to disclose personal, private or confidential information if:

- This information is required by law; or
- The information is considered necessary to assist a law enforcement agency.

### **Accuracy of Information**

We endeavour to ensure that information held in our records is accurate, current and complete. Any individual or organization who believes that information held about them is incorrect or out of date, should contact management.

### **Sensitive Information**

Blueprint Career Development does not collect information of a sensitive nature that is unrelated to our services or obligations.

## ADDENDUM 1 - Privacy Notice

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice below:

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Blueprint Career Development is required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys and data linkage;
- pre-populate RTO student enrolment forms;
- understand how the VET market operates, for policy, workforce planning and consumer information;
- administer VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Blueprint Career Development for statistical, regulatory and research purposes. Blueprint Career Development may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- Organisations conducting student surveys; and Researchers

## Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

**STUDENT SIGNATURE**

(or electronic acknowledgement)

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**DATE**

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**PARENT/GUARDIAN SIGNATURE**

(or electronic acknowledgement)

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**DATE**

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\*Parental/guardian consent is required for all students under the age of 18.