



Table of Contents

PURPOSE	2
SCOPE.....	2
POLICY STATEMENT	2
REGULATION.....	2
DEFINITIONS	3
PROCEDURES	4
Collection of Information.....	4
Enrolment requirements.....	5
Unique Student Identifier (USI) :	6
General Collection.....	6
Use of Information	6
Disclosure of Information	7
Access, Storage and Security of Information	8
RELATED DOCUMENTS:.....	8

PURPOSE

This document outlines KAL Training's commitment towards protecting all individuals who interact with any aspect of our business and will handle personal information in accordance with the Australian Privacy Principles set out in the Privacy Act 1988 (Cth).

SCOPE

This policy applies to all current, prospective and previous students and other stakeholders of KAL Training.

POLICY STATEMENT

This policy ensures that KAL Training (KAL) meets its legal and ethical requirements in regard to the collection, storage and disclosure of the personal information it holds in regard to individuals.

REGULATION

Compliance Requirements—Standards for RTOs 2025

Section 20: Compliance with laws

An NVR registered training organisation must comply with all applicable Commonwealth, State and Territory laws, including, for example, by ensuring:

- (a) personal information is collected, used and disclosed by the organisation in accordance with all applicable privacy laws; and
- (b) the organisation complies with all applicable requirements under the Student Identifiers Act 2014.

2026 Standard VET Funding Contract

Clause 4 .6 Comply with Laws

You must provide the Training Services in compliance with all applicable Laws, and bear all associated costs of complying with those Laws, including:

- a) occupational health and safety Laws;
- b) the Australian Consumer Law;
- c) privacy Laws;

Clause 12.

CONFIDENTIALITY AND PRIVACY

Confidentiality

12.1 You must not, without our prior written approval, disclose (or permit the disclosure of) information regarding this Contract (including details of the Funds paid for any individual) or any of our Confidential Information, except:

- a) to the extent required under this Contract; b) to the extent required by Law;

Schedule 1 - Skills First Program Specifications

Clause 4 Enrolment requirements

4.11 You must include a standard privacy notice in all enrolment forms, in accordance with the Victorian VET Student Statistical Collection Guidelines, which advises individuals how their data may be supplied to, and used by, us and Commonwealth VET Student Loan agencies.

DEFINITIONS

Personal Information: Personal information is defined under the Privacy Act as information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- a. whether the information or opinion is true or not, and
- b. whether the information or opinion is recorded in a material form or not.

Some examples of personal information include names, addresses, phone numbers and email addresses. The definition of personal information only relates to 'natural' persons. It does not extend to other 'legal' persons, such as companies.

Privacy Act Privacy Act 1988 (Privacy Act) is an Australian law that regulates the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information. The Privacy Amendment (Enhancing Privacy Protection) Act 2012 introduced many significant changes to the Privacy Act, including 13 Australian Privacy Principles (APPs) that apply to the handling of personal information. As an Australian Government agency, ASQA is obliged to comply with the APPs.

Credit transfer Sensitive Information: Under the Privacy Act, sensitive information is defined as:

- a. information or an opinion about an individual:

- racial or ethnic origin
- political opinions
- membership of a political association
- religious beliefs or affiliations
- philosophical beliefs
- membership of a professional or trade association
- membership of a trade union
- sexual orientation or practices, or
- criminal record that is also personal information; or

- b. health information about an individual

- c. genetic information about an individual that is not otherwise health information

- d. biometric information that is to be used for the purpose of automated biometric verification or biometric identification, or

- e. biometric templates.

Unique Student Identifier Unique Student Identifier (USI) is a unique reference number issued to an individual by the Australian Government. It is made up of numbers and letters and enables an individual to look up and track their training achievements in an online database.

PROCEDURES

Collection of Information

Personal information will not be collected unless:

- the information is collected for a purpose directly related to the individual; and
- The collection of the information is necessary for or directly related to that purpose.

In general, staff, contractor and referral partner personal information will be collected prior to appointment. The types of personal information collected include, however not limited to:

- Personal and contact details
- Proof of identification
- Resume
- Awards
- Bank details
- Appraisals
- Professional development plans
- Employment contract
- Other contract.

In general, student personal information will be collected through course application, Pre- training review (PTR), enrolment forms, training and assessment records. The types of personal information collected include however not limited to:

- Personal and contact details
- Proof of identification
- Background information collected for AVETMISS statistical purposes about birthplace, language, culture, disability, prior education, schooling, employment, study reasons, residency status
- Information required for the issuance of a USI
- Consents and declarations
- Language literacy and numeracy assessment
- Training, participation and assessment information
- Attendance records
- Intervention strategies
- Warning letters
- Fees and payment information.

KAL may collect personal information directly from individuals either through personal interaction or print or electronic mediums including KAL website, surveys and correspondences. KAL ensures that it has obtained all necessary consents prior collecting any personal information.

KAL will not collect sensitive information about an individual without the explicit consent of the individual or unless required under law. Health information may be collected if found necessary to prevent or lessen a serious and imminent threat to the life or health of any individual.

Enrolment requirements

KAL Enrolment form templates include a standard privacy notice in all enrolment forms, in accordance with the Victorian VET Student Statistical Collection Guidelines.

This statement advises individuals how their data may be supplied to, and used by, the Victorian Government and Commonwealth VET Student Loan agencies.

KAL TRAINING STUDENT ENROLMENT PRIVACY NOTICE

Privacy

Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). For more information about the Privacy and Data Protection Act 2014 (Vic) and about the Information Privacy Principles, please go to Office of the Victorian Information Commissioner website.

Why we collect your personal information

As a registered training organisation (RTO) we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

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.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

How we disclose your personal information

We are 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 VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

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) and the NVETR Act. Your 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.

NCVER is authorised to disclose information to the Australian Government 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.

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.

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

If you would like to seek access to or correct your information, in the first instance, please contact your 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 your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal



information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

Contact information

At any time, you may contact KAL Training Administration to:

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

For contact information and policy details visit <https://www.kaltraining.com.au>

☐ I acknowledge that I have read and understood the above KAL Training Student Enrolment Privacy Notice.

Student Signature:

Date:

Unique Student Identifier (USI) :

As the USI is a requirement for local/domestic students to enroll in and obtain competency records/AQF documentation, KAL shall provide the prospective and enrolling students about the process to register/apply for a USI on its website, handbooks, and during orientation.

Where KAL applies for a USI on behalf of an individual it will ensure that it has the authorisation of that individual and provide the required USI Privacy Notice as required under the Act.

General Collection

Where personal information is collected for inclusion in a record or in a generally available publication KAL will take reasonable steps to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the student concerned is generally aware of:

- the purpose for which the information is being collected;
- if the collection of the information is authorised or required by or under law the fact that the collection of the information is so authorised or required; and
- With whom the information may be shared - Full details relevant to this are available on the student enrolment form.

Where KAL solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that:

The information collected is relevant to that purpose and is up to date and complete; and

The collection of the information does not intrude to an unreasonable extent upon the personal affairs of the student.

Use of Information

KAL will use the information for the primary purpose for which it is collected. KAL may also use the information it holds for statistical purpose including research, analysis of trends and reports without compromising or disclosing identify of any individuals except as outlined in "Disclosure of Information" below.

Disclosure of Information

KAL will not without the prior consent of an individual disclose personal or sensitive information about that individual for a purpose other than the primary purpose of collection except in any of the following situations; KAL reasonably believes that the use or disclosure is necessary to lessen or prevent either of the following:

- A serious and imminent threat to an individual's life, health, safety or welfare
- A serious threat to public health, public safety or public welfare
- KAL has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities
- Use or disclosure is required or authorised by or under law
- The prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of a law imposing a penalty or sanction
- The prevention, detection, investigation or remedying of seriously improper conduct
- The preparation for, or conduct of, proceedings before any court or tribunal
- The information is request or sought by Australian law and enforcement agencies.

The personal information about students enrolled in a Course with KAL may be shared with the Australian Government and designated authorities, such as the Australian Skills Quality Authority and its auditors, the USI Registrar, The Higher Education and Skills Group and the National Centre for Vocational Education Research (NCVER).

This includes personal details, contact details, course enrolment information, unit outcomes, AQF certification and statement issuance and information about training participation and progress.

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.

A person, body or agency to whom personal information is disclosed will not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

Access, Storage and Security of Information

All Student information will be stored in secured locations either on KAL's Student Management System, onsite secure file and secured archive room. KAL will take all reasonable steps to protect the personal and sensitive information it holds.

All staff information will be stored in a secured lockable location managed by the General Manager.

KAL will ensure:

- that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse; and
- that if it is necessary for the record to be given to a person in connection with the provision of a service to the VET Provider, everything reasonably within the power of the VET Provider will be done to prevent unauthorised use or disclosure of information contained in the record.
- reasonable steps will be taken to destroy any personal or sensitive information if it is no longer needed for any purpose.

Only staff and members of organisation authorised by the CEO of KAL Training will have access to the information stored for the specific purpose for which access is required.

Individuals may request access to their personal or sensitive information held by KAL by contacting Administration. The CEO has the right to refuse access to the information if;

- providing access would have an unreasonable impact on the privacy of other individuals
- the request for access is frivolous or vexatious
- providing access would be unlawful and/or compromise any ongoing or pending investigations or legal proceedings
- Any law and enforcement agency has requested KAL to not provide access.

RELATED DOCUMENTS:

- Enrolment Application Form