

## VCVE VSN Privacy Policy

**Effective Date:** [25/11/2024]

**Last Updated:** [25/11/2024]

### Scope

VCVE respects your privacy and is committed to protecting the personal information we collect. This Privacy Policy outlines how we handle personal information, including Victorian Student Numbers (VSNs), in compliance with the **Privacy Act 1988 (Cth)** and the **Privacy and Data Protection Act 2014 (Vic)**.

By engaging with our services, you consent to the practices outlined in this policy.

### Purpose of Collection

We collect and manage personal information, including VSNs, to:

- Facilitate educational and training services.
- Register students for courses, exams, and other educational activities.
- Meet our legal obligations under Victorian and Australian law.
- Support reporting and compliance requirements with government agencies.

### What Personal Information We Collect

The types of personal information we may collect include, but are not limited to:

- Name, date of birth, and contact details.
- Victorian Student Numbers (VSNs) and associated educational records.
- Enrolment and attendance data.
- Other information relevant to providing educational services.

We only collect personal information that is necessary for the purposes outlined above.

### How We Collect Personal Information

We collect personal information directly from students, parents/guardians, and schools via:

- Enrolment forms.
- Communications (email, phone, in person).
- Secure transfers from the VSN Registry or other approved entities.

### Use and Disclosure of Personal Information

We use and disclose personal information only for the purpose for which it was collected or as required by law. Specifically:

- **Primary Use:** To manage student records and facilitate educational services.
- **Disclosure:** Information may be shared with:
  - The Victorian Curriculum and Assessment Authority (VCAA).
  - Schools and training providers, as appropriate.
  - Government agencies to meet compliance requirements.

We do not sell or rent personal information to third parties.

## Data Security and Storage

We take all reasonable steps to protect personal information from misuse, interference, loss, unauthorized access, modification, or disclosure. Measures include:

- Secure electronic storage systems.
- Restricted access to authorized personnel.
- Regular security audits and updates.

Data is stored within Australia and complies with the **Victorian Protective Data Security Framework (VPDSF)**.

## Access and Correction

You have the right to access your personal information and request corrections if it is inaccurate, out of date, or incomplete.

To make a request, please contact us using the details below. We may require verification of your identity before processing your request.

## Retention and Destruction

Personal information is retained only for as long as necessary to fulfill the purposes outlined in this policy or as required by law. Once no longer needed, data is securely destroyed or de-identified.

## Data Breaches

In the event of a data breach that is likely to result in serious harm, we will notify affected individuals and the Office of the Australian Information Commissioner (OAIC), as required under the **Notifiable Data Breaches Scheme**.

## Contact Us

If you have any questions about this policy, wish to access or correct your information, or make a complaint, please contact:

### **VCVE VET CO ORDINATOR**

Email: [Training@vass.gov.au](mailto:Training@vass.gov.au)

Phone: 03 9359 2861

Address: C6. 1-13 The Gateway, Broadmeadows 3047

We will respond to privacy complaints promptly and in accordance with applicable laws.

## Policy Updates



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VASS College of Vocational Education

This Privacy Policy may be updated periodically to reflect changes in our practices or the law. The latest version will always be available on our website.

Approved By:

Date:

Next Review