Privacy and Personal Information Policy

1. Purpose

This policy outlines how Hamilton Secondary College (RTO) collects, stores, uses, discloses and protects personal information relating to students, parents/carers, staff and other stakeholders.

The policy ensures compliance with:

- Privacy Act 1988 (Cth)
- Australian Privacy Principles (APPs)
- National Vocational Education and Training Regulator Act 2011 (Cth)
- Student Identifiers Act 2014 (Cth)
- National VET Data Policy
- South Australian Government Information Privacy Principles (IPPs)
- South Australian Department for Education privacy requirements
- Relevant 2025 Standards for Registered Training Organisations (RTOs).

2. Scope

This policy applies to:

- VET students and prospective students
- Parents and carers of students under 18 years of age
- RTO staff, trainers, assessors and administrative personnel
- Contractors and third-party service providers
- Any person whose personal information is collected by Hamilton Secondary College RTO.

3. Policy Statement

Hamilton Secondary College RTO is committed to protecting the privacy, confidentiality, integrity and security of personal information.

Personal information will be collected, stored, used and disclosed lawfully, fairly and only where necessary for educational, reporting, administrative, regulatory and student support purposes. Hamilton Secondary College RTO will take reasonable steps to ensure personal information is accurate, secure and accessible only to authorised personnel.

4. Collection of Personal Information

Hamilton Secondary RTO collects personal information to:

- Process and manage student enrolments
- Deliver nationally recognised training
- Assess competency and issue qualifications or statements of attainment
- Manage student support and wellbeing
- Meet funding, regulatory and reporting obligations
- Create or verify Unique Student Identifiers (USIs)
- Report AVETMISS-compliant data
- Communicate with students and parents/carers
- Comply with legal obligations.

Student information collected may include:

- Full name
- Date of birth
- Contact details
- Unique Student Identifier (USI)
- Emergency contact information
- Educational history
- Training and assessment records
- Employment information
- Language, literacy and numeracy information
- Demographic information required for NCVER reporting
- Enrolment, attendance and assessment records
- Disability and support needs information
- Educational history
- Funding eligibility information.

Where practical, information will be collected directly from the student or parent/carer.

5. Responsibilities

Role	Responsibility
RTO CEO	Final approval of policy and compliance with privacy legislation. Allocating resources to maintain privacy systems. Responses to serious privacy breaches.
RTO Manager	Review, approval and monitoring privacy procedures. Managing privacy complaints.
Trainers/Staff	Maintaining confidentiality. Accessing information only where authorised. Reporting suspected privacy breaches immediately.

6. Policy Review

This policy will be reviewed every 2 years or earlier if:

- There are changes to legislation or standards.
- Issues are identified through internal audits or external feedback.

Any changes to this policy will require approval by the RTO Executive.

Version	1.0	**Status**	Approved	**Approval Date**	1/7/2025	**Review Date**	1/7/2027