

# Privacy and Confidentiality

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Blueprint Career Development

## **1 Policy**

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

## **2 Purpose**

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To protect sensitive information and comply 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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### Collection of Information

- Blueprint Career Development will only collect information necessary for providing a quality service.

### Use and Disclosure of Information

- Personal information will only be used for its intended purpose unless consent is given for additional uses.
- Disclosure of personal information is required by law or necessary to assist a law enforcement agency.

### Accuracy of Information

- We strive to ensure that all information held is accurate, current, and complete. Individuals or organisations can contact management to correct any information that is believed to be incorrect or outdated.

### Sensitive Information

- Blueprint Career Development does not collect sensitive information unrelated to our services or obligations.

### Privacy Notice

- A Privacy Notice (Addendum 1) is included in online and manual enrollment processes, which students must sign before commencing their studies with Blueprint Career Development.

### Management Responsibilities

- Ensure all staff are aware of and apply this policy.
- Ensure compliance with relevant legislation and contractual requirements.

### Student Rights

- Students can request access to their personal information, correct personal information, make a complaint about how their personal information has been handled, or ask questions about the Privacy Notice.

## ADDENDUM 1 - Privacy Notice

As an RTO, Blueprint Career Development collect personal information to process and manage enrolment in a VET course. Blueprint Career Development use the data to deliver courses and comply with RTO obligations.

Individuals who do not provide personal information, including a Unique Student Identifier (USI) will not be enrolled.

All data is stored electronically using a College Management System which is accessed through cloud technology. The data warehouse is located in Australia. Blueprint staff and contractors have access to online data relevant to the delivery and administration of training. Remote team members accessing the data may be located in Australia and also off-shore in the Philippines.

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;
- understand how the VET market operates, for policy, workforce planning and consumer information;
- administer VET, including program administration, regulation, monitoring and evaluation.

Current and past students 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/privacy](http://www.ncver.edu.au/privacy)

Your personal information (including the personal information contained on your 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 or an apprenticeship or traineeship;
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- Organisations conducting student surveys; and Researchers

For more information about how the Australian Government Department of Education, Skills and Employment (DESE) will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

At any time, students can contact Blueprint Career Development in writing to:

- Request access to personal information
- Correct personal information
- Make a complaint about how personal information has been handled
- Ask a question about this Privacy Notice.

## 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, storage 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.