HIA LEARNING PRIVACY NOTICE

Overview

Your privacy is important to the Housing Industry Association Limited (HIA). HIA aims to operate at all times in accordance with the Australian Privacy Principles (APP) under the Privacy Act 1988 (Cth) (Privacy Act).

HIA's Privacy Policy generally describes how HIA collects, uses and manages personal information from persons who interact with HIA and use our products and services, including our website. A copy of HIA's full Privacy Policy can be found here: https://hia.com.au/about-us/governance-policies/privacy-policy

In the course of providing training services, HIA Learning (RTO ID:1091) specifically collects and handles personal information of Participants and applicants as part of the enrolment process. This Privacy Notice provides information about how HIA Learning handles and uses this information in line with HIA's Privacy Policy.

Why we collect your personal information

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

If you fail to supply personal information as requested, HIA Learning may be unable to enrol you as a Participant as we will not be able to comply with our reporting obligations as an RTO.

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.

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). The 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 the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) 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.

The 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

© Housing Industry Association Limited

information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The 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 the 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.

For more information about how state and territory training authorities collect, use and disclose your personal information, please refer to the below:

New South Wales	Department of Education	https://education.nsw.gov.au/policy-library
Northern Territory	Department of Education and Training	https://education.nt.gov.au/policies/conduct
Queensland	Department of Trade, Employment and Training	https://www.qld.gov.au/legal/privacy
South Australia	Department of State Development	https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars
Tasmania	Department of State Growth	https://www.stategrowth.tas.gov.au/personal_information_protection
	Tasmanian Assessments, Standards and Certification	https://www.tasc.tas.gov.au/about/policies/
Victoria	Department of Education	https://www.vic.gov.au/department-of-education-privacy-policy
Western Australia	Department of Training and Workforce Development	https://www.wa.gov.au/government/publications/retention-of-personal-information

Surveys

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

Contact Information

At any time, you may contact HIA Learning to:

- request access to your personal information
- correct your personal information

© Housing Industry Association Limited

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

Contact:

HIA Learning

training@hia.com.au

Also see HIA Privacy Policy: https://hia.com.au/about-us/governance-policies/privacy-policy

© Housing Industry Association Limited