



TRAINING SOLUTIONS PTY LTD
QLD - VIC - WA

Data Privacy Policy

TSM Training Solutions is committed to providing quality services. This policy details our ongoing obligations concerning how we manage Data Privacy.

We adhere to the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern how we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au.

Data Privacy Notice

Under the *Data Provision Requirements 2012*, TSM TRAINING SOLUTIONS & our Partnered RTO are required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on the enrolment form and your training activity data) may be used or disclosed by TSM TRAINING SOLUTIONS & our Partnered RTO for statistical, regulatory and research purposes. TSM TRAINING SOLUTIONS & our Partnered RTO may disclose your Certificate or Statement of Attainment 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;
 - Commonwealth and State or Territory government departments and authorised agencies;
 - NCVER;
 - Organisations conducting student surveys; and
 - Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 - facilitating statistics and research relating to education, including surveys;
 - understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - Administering VET, including program administration, regulation, monitoring and evaluation.



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You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Data Privacy Policy Complaints, Enquiries and Updates

This policy is subject to updates from time to time and is available on request. If you have any queries, complaints or feedback about our Data Privacy Policy, please contact us at:

V1: January 2020

TSM Training Solutions Pty Ltd

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(07) 3881 3642

Anthony Bonello

Director

A handwritten signature in black ink, appearing to read 'Anthony Bonello', written over a white background.