Privacy Policy for Unique Student Identifier (USI#)

TSM Training Solutions is committed to providing quality services. This policy details our ongoing obligations concerning how we manage your Personal Information and your Unique Student Identifier (USI#).

We adhere to the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs 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.aoic.gov.au.

What Information We Collect and Why Do We Collect It?

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar). You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- Is collected by the Registrar as authorised by the *Student Identifiers Act 2014.*
- Is collected by the Registrar for the purposes of:
  applying for, verifying and giving a USI;
  resolving problems with a USI; and
  creating authenticated vocational education and training (VET) transcripts.

- May be disclosed to:
  Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
  the purposes of administering and auditing VET, VET providers and VET programs;
  education related policy and research purposes; and
  to assist in determining eligibility for training subsidies;
  VET Regulators to enable them to perform their VET regulatory functions;
  VET Admission Bodies for the purposes of administering VET and VET programs;
  current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection,

preparation and auditing of national VET statistics;

researchers for education and training related research purposes;

any other person or agency that may be authorised or required by law to access the information;

any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Additional Information

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on usi@education.gov.au or telephone 1300 857 536, international enquiries +61 2 6240 8740. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with. You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the *Privacy Act 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

Privacy Policy for Unique Student Identifier (USI#) 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 Privacy Policy for Unique Student Identifier (USI#), please contact us at:

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