



POLICY – Privacy

Requirement	
<p>YouStudy is committed to maintaining the confidentiality, integrity and security of all personal information entrusted to it in the normal course of its work. Accordingly, teachers will respect students’ and others’ rights to privacy and shall not communicate personal information on students to others without the written permission of the person concerned.</p> <p>Exceptions include: when this information is to be given to an authorised member of staff in the normal conduct of their duties; when it would normally be available to the public, or when is required by law to be released.</p>	
Students	Responsibility
<p>Information collected as a result of a student’s enrolment will be used by YouStudy for general student administration as well as planning, reporting, communication and evaluation. Only authorised YouStudy personnel have access to this information.</p> <p>The information the student supplies to YouStudy will be used, where applicable, for the purpose of:</p> <ul style="list-style-type: none"> • Assessing their application, • Accepting their enrolment, • Assessing their welfare needs, • Processing and advising the student of their assessment results and • Satisfying any government regulatory requirements <p>A condition of a student’s application and enrolment may be that they consent to the release of their results or statements of progress to their employer, sponsoring organisation or government agencies, where appropriate.</p> <p>Access to the student’s information will not be given to any other organisation or persons, without their consent or, unless authorised or required by law.</p> <p>Consent by a student must be given for the taking and publication of a student’s photograph, images and the use of information supplied for publication purposes.</p>	<p>CEO</p> <p>Administration</p> <p>Trainers/assessors</p>
Unique Student Identifier (USI)	
It is a requirement to provide your Unique Student Identifier	

<p>when enrolling in a course. As a registered training organisation, collecting and reporting your students' Unique Student Identifier (USI) numbers is a requirement under Commonwealth legislation and a condition of your registration. Refer to this Consent for collection, use or disclosure of personal information. Also, Benefits of the USI</p>	
<p>AVETMISS Data Collection</p>	
<p>All RTO's must collect and report 'Total VET Activity' data, this data provided by RTOs contributes to the National VET Provider Collection, which is the principal source of information on training activity across Australia, the students undertaking it and the courses being delivered. AVETMISS stands for the Australian Vocational Education and Training Management Information Statistical Standard. It is a national data standard that ensures consistent and accurate capture and reporting of Vocational Education and Training (VET) information about students.</p>	
<p>Trainers/Assessors</p>	
<p>Private numbers or addresses will not be given to students. Messages will be forwarded as per procedures. Staff will not give out the student telephone numbers and address to a third party at any time.</p> <p>YouStudy Trainers/Assessors agree to abide by the Trainer/Assessor Code of Conduct which includes:</p> <p>Appropriate confidentiality must be maintained with regard to information of a personal nature obtained by the trainer/assessor</p> <p>Confidentiality does not preclude the disclosure of confidential information relating to students when relevant to the following:</p> <ol style="list-style-type: none"> evaluation of the student by trainers/assessors recommendations concerning students for professional purposes selection procedures <p>Information about specific students may only be used for publication in appropriate journals or meetings with the students permission and with anonymity preserved when the student so specifies.</p> <p>Discussion by trainers of their trainees with professional colleagues should be purposeful and not trivialising</p>	<p>CEO</p> <p>Administration</p> <p>Trainers/assessors</p>
<p>Related policies</p>	
<ul style="list-style-type: none"> Enrolment 	

<ul style="list-style-type: none">• Mutual Recognition and Credit Transfer	
Related procedures	
<ul style="list-style-type: none">• Enrolment• Marking assessment	
Related documents	
<ul style="list-style-type: none">• Student Handbook• Staff Handbook	