

ENROLMENT INFORMATION and PRIVACY COLLECTION NOTICE

for PARENTS and CARERS



Why we collect your information

The HLLLEN (Highlands Local Learning and Employment Network) VET (Vocational Education and Training) Cluster enrolment form asks you for personal information about your child and yourself. This information is collected to enable the HLLLEN VET Cluster to enrol your child in a VETDSS (Vocational Education and Training Delivered to Secondary Students) Program through the HLLLEN VET Cluster. The HLLLEN VET Cluster is required by legislation, such as the *Education and Training Reform Act 2006*, to collect this information. The information is collected and stored in accordance with the Privacy Act 1988 (Commonwealth) and the Information Privacy Principles (IPP's) contained in Schedule 1 of the Privacy and Data Protection Act 2014 (Vic).

How we collect and manage your information

The information about your child and family is collected through the HLLLEN VET enrolment form. The HLLLEN VET Cluster may use online tools, such as apps and other software, to collect and manage information about your child. These online tools enable the HLLLEN VET Cluster to efficiently and effectively manage important information about your child and also to communicate with you.

HLLLEN VET Cluster uses a Student Management Database provided and maintained by one or more third-party contractors (TPCs) who are subject to the same privacy principles and legislation. HLLLEN Vet Cluster acknowledges that the TPCs may at times and when necessary transmit some personal information to overseas service providers or TPCs, however HLLLEN Vet Cluster has taken reasonable steps to demand compliance of privacy laws from all parties involved in the delivery of the Student Management Database. Further information (such as applicable privacy policies) about these TPCs can be provided to you upon request.

How we use and share your information

The information about your child and family collected through this enrolment form is shared with HLLLEN Staff, VETDSS RTO (Registered Training Organisation) Managers and Program Teachers, who need to know, to enable them to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond these stakeholders without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our Privacy and Records Management Policies at:

<https://drive.google.com/file/d/1UJk7gsj1IP3TGYh60QL111Gd1crWUE/view>

https://drive.google.com/file/d/1YG_XxrqEWONaZlp2b-PjBc0JFJtgWRSj/view

The HLLLEN VET Cluster use of online tools (including apps and other software) to collect and manage information

The HLLLEN VET Cluster may use online tools, such as apps and other software, to collect and manage information about your child. When we use these online tools, we do our best to ensure that your child's information is secure. These online tools enable the HLLLEN VET Cluster to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us. HLLLEN VET Cluster use a Student Management Database provided by About Today. The database is stored on a secure server located in Sydney, Australia. About Today outsource some aspects of the database including development and ongoing maintenance to an Australian company, Dycom. The employees of Dycom are located in the Philippines. Your information is accessible to

these Dycom employees in the Philippines, however is protected by similar cyber security protocols, as required by DET (Department of Education and Training) Victoria and the Privacy Act 1988 (Commonwealth). For more information on Dycom's policies please visit www.dycom.com.au For information on the Privacy and Data Collection Policy of our database provider, About Today, visit their website at www.abouttoday.com.au

Emergency contacts and health information

Emergency contacts are those people you nominate for the HLEN VET Cluster or RTO to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to the HLEN VET Cluster and that they have read the paragraph above. It is important that you inform them, that their contact details may be disclosed beyond the HLEN VET Cluster, if lawful.

Health information (a sub-category of your personal information) collected is used by HLEN VET Cluster employees if your child is involved in an incident whilst in our care. This information is used to fulfil the duty of care obligation towards the students.

Student background information

The enrolment form may request information about country of birth, whether they are an Aboriginal or Torres Strait Islander person and the language spoken at home. The HLEN VET Cluster uses this information to plan for future VETDSS educational needs in the Highlands Region.

Accessing your child's records

Parents/carers will be given access to their child's record, via the parent access function. The HLEN VET Cluster provides communications and school reports to students, parents and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact the HLEN VET Cluster and we can advise you how to do this.

Updating your child's personal information

Please update your child's details via your parent logon if, and when, there are changes to any of the personal information you provide on the enrolment form. If you have any concerns about the collection, use and disclosure of your information or would like to clarify any questions please contact HLEN on 43 444 150 or 0448 559 246.

Collection of Unique Identifiers

The HLEN VET Cluster collects student USI's (Unique Student Identifier) for the purposes of processing an application for enrolment in our VETDSS Programs. Only authenticated HLEN VET Cluster database users will have access to your child's USI for the purposes of:

- administering and auditing VET, including VET providers and VET Programs
- to assist in determining eligibility for training subsidies by our RTO's

Relevant Legislation

The personal information that you provide to the HLEN VET Cluster is protected by:

Legislation	Website
Education and Training Reform Act 2006 (Vic)	https://education.vic.gov.au/about/department/legislation/Pages/act2006.aspx
Privacy Act 1988 (Commonwealth)	https://www.oaic.gov.au/privacy/the-privacy-act/
Privacy and Data Protection Act 2014	https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/026
Student Identifiers Act 2014 (Commonwealth)	https://www.legislation.gov.au/Details/C2020C00175
Health Records Act 2001 (Vic)	https://www.legislation.vic.gov.au/in-force/acts/health-records-act-2001/046

Acronyms:

HLEN – Highlands Local Learning and Employment Network

VET – Vocational Education and Training

VETDSS – Vocational Education and Training Delivered to Secondary Students

RTO - Registered Training Organisation

USI – Unique Student Identifier

FOI - Freedom of Information