



Global Industry Training Pty Ltd

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Privacy and Confidentiality Policy

Global Industry Training (GIT) is highly sensitive to the confidentiality of information provided by you to GIT. As a result, GIT has adopted the following Privacy and Confidentiality Policy which is applicable to all information you provide to GIT and that GIT maintains electronically, whether you provide the information through GIT's website or through other means.

What information do we collect?

GIT is required collect personal information as part of your application for enrolment and/or course enquiry for training. This information may be of a personal nature and may include details of educational background, employment history, and current employment status, and language, literacy and numeracy skills. The purpose of this information is to allow GIT to develop effective training and assessment programs and provide the required support, according to the needs of each individual student. GIT may utilise this information for future planning, reporting, communication, research, evaluation and auditing and marketing. Only authorised GIT staff have access to this information.

Australian government bodies also require specific statistical information relevant to Vocational Education and Training and may use personal information collected as a result of your enrolment to guide future funding and training requirements. This complies with the [Data Provision Requirements 2012](#).

GIT strongly supports the privacy and confidentiality of students' information and this is supported through complying to the Privacy Act 1988 and the Student Identifiers Act 2014.

What do we use this Information for?

Primarily, we use your information to provide you with the services available to you. The purpose of collecting personal information during the enrolment process is to allow the staff of GIT to develop

effective training and assessment programs, according to the needs of each individual. This will enable you to enroll and obtain your qualifications.

How do we store this information?

Ensuring your personal information kept secure is important to GIT. When you enter confidential information (including credit/debit card details) on GIT's website, we encrypt that information using secure socket layer (SSL) technology. Credit/debit card details are collected, these are sent to the payment provider for processing your course purchase as required. GIT does not permanently store complete credit/debit card details. GIT follow generally accepted industry standards to protect your personal information during collection and transmission.

As a Registered Training Organisation (RTO), GIT is required to keep some of your information and records for compliance with the National VET Regulator (ASQA) to address the Standards for RTOs 2015 as well as any other Government body requirements, such as National Centre for Vocational Education Research Ltd (NCVER). Some of these records may need to be kept for up to 30 years to identify what units and certificates have been issued for each individual. GIT keeps your student records in a secure electronic database, which is backed up hourly and then copied onto an externally stored drive. Access to these records is securely password controlled.

Sharing your information?

GIT will not sell, share, rent or otherwise provide personal information to others, including people in your workplace, spouses or parents, without your written consent.

Certain information regarding geographic location, sex, age, cultural background, etc., are required for statistic requirements by Government bodies to assist in future planning and funding arrangements, this means:

- Your personal information may be disclosed to Commonwealth and State Government authorities and agencies for statistical purposes and funding requirements
- If you are under the age of eighteen (18) years your personal information, attendance details, progress and results may be disclosed to your parent/guardian

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.

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).

Cookies

GIT may use 'cookies' for the operation of its learning management system. A cookie is a small file that is held on your computer, for the purpose of recording information about the pages that you have visited. GIT does not use these cookies to gather personal information; the activity is solely related to the operation of the Learning Management System.

GIT will disclose personal information, when required:

- As requested by the rightful user/owner of the personal information
- To comply with legal investigations of purported unlawful activities to conform to the edicts of the law or comply with legal process serviced on GIT
- To meet any Government body requirements and/or Government funded programs contract arrangements

Obtaining release of personal information:

If you need to obtain or release your personal information to a third party, you must:

- Notify GIT office administrator in writing, by completing a release form, which the office administrator will provide for this purpose.
- After receiving the completed release form, GIT staff will confirm the request by:
 1. Confirming with the Managing Director for authorisation of disclosure
 2. Confirming with the client requesting the written consent
- Provide the information requested if the first two points are achieved.