

## Privacy Notice

### Why we collect your personal information

As a Registered Training Organisation (RTO), we collect your personal information to process and manage your enrolment in a Vocational Education and Training (VET) course.

### How we use your personal information

Your information is used to deliver VET courses and to meet our legal obligations as an RTO.

### How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (NVETR Act)) to disclose your personal information to the National VET Data Collection, managed by the National Centre for Vocational Education Research Ltd (NCVER).

We are also authorised to share your information with relevant state or territory training or licencing authorities.

### How NCVER and other bodies handle your personal information

NCVER collects, holds, uses, and discloses your personal information in accordance with the Privacy Act 1988 and the NVETR Act.

Your information may be used for:

- Creating authenticated VET transcripts
- Administering VET programs
- Research and statistical analysis
- Policy development and workforce planning
- Surveys and understanding how the VET market operates
- Administering the VET Student Loans (VSL) program

NCVER may also disclose your information to:

- The Australian Government Department of Employment and Workplace Relations (DEWR)
- Commonwealth and state/territory authorities
- Other authorised bodies involved in VET administration, regulation, and evaluation

### Surveys

You may be contacted to participate in a student survey conducted by a government department, NCVER, or an authorised third party. Participation is voluntary, and you may opt out at the time of contact.

### Contact Information

You can contact Inscope Training at any time to:

- Request access to or correction of your personal information
- Make a complaint about how your information has been handled
- Ask questions about this Privacy Notice

Further details are available in our Privacy Policy on our website. <https://inscope.edu.au/train-with-us/resources>