National VET data privacy notice

Relevant requirements

Requirement	Application
National VET Data Policy	Schedule 1 minimum mandatory privacy notice content.
2025 Standards for RTOs	Outcome Standard 2.1 requires clear and accurate information for VET students.
Privacy Act 1988	Australian Privacy Principles relating to the handling of personal information.
NVETR Act 2011	Authorises specified collection and disclosure of VET information.

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

If you do not provide the information required for enrolment and national VET reporting, we may be unable to enrol you, report your training activity or issue your AQF certification documentation.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our 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 (Cth), known as the NVETR Act, to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd, known as NCVER. NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law under the NVETR Act to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts, administering VET, facilitating statistics and research relating to education, including surveys and data linkage, and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations, Commonwealth authorities, state and territory authorities other than registered training organisations, and VET regulators for purposes that include:

- Administering VET, including program administration, regulation, monitoring and evaluation.
- Facilitating statistics and research relating to education, including surveys and data linkage.
- Understanding how the VET market operates for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on its behalf. NCVER does not intend to disclose your personal information to overseas recipients.

For information about how NCVER handles personal information, visit www.ncver.edu.au/privacy.

The Australian Government Department of Employment and Workplace Relations is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose personal information to fulfil specified functions and activities. For further information, visit www.dewr.gov.au/vet-activity-data/vet-privacy-notice.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. You may opt out of the survey when you are contacted.

Access, correction and privacy complaints

At any time, you may contact Elite Edge Training Academy to:

- Request access to your personal information.
- Correct your personal information.
- Make a complaint about how your personal information has been handled.
- Ask a question about this notice.

Elite Edge Training Academy will manage privacy complaints under its Privacy Policy and Complaints and Appeals Policy.

Contact details

Organisation	Elite Edge Training Academy Pty Ltd
RTO code	46327
Address	36 Melrose Road, Aberdeen TAS 7310
Email	cathy@eetraining.edu.au
Phone	0447 003 354
Website	www.eetraining.edu.au
Privacy policy	www.eetraining.edu.au

Version control

Date	Summary of modifications	Modified by	Version	Implementation	Next review
14/10/2023	Document creation	360RTO Solutions	v. 1.0	360RTO Solutions	30 June 2027
18/11/2024	Post-audit rectifications	360RTO Solutions	v. 1.1	360RTO Solutions	30 June 2027
1 October 2026	Document created using the minimum mandatory privacy notice content in Schedule 1 of the National VET Data Policy and aligned with current RTO information requirements.	Cathy Dalton	v1.2	18 November 2026	30 June 2027

Document information

Document information	Details
Document title	National VET data privacy notice
Document owner	Chief Executive Officer
RTO legal name	The Elite Edge Training Academy Pty Ltd
RTO code	46327
ABN	46 672 020 021
Address	36 Melrose Road, Aberdeen TAS 7310
Email	cathy@eetraining.edu.au
Phone	0447 003 354
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