

Purpose

The purpose of this policy is to ensure that Lead College manages all personal and sensitive information of students, staff, and stakeholders in accordance with the Privacy Act 1988 (Cth), *the Standards for RTOs 2025*, *the National Code of Practice for Providers of Education and Training to Overseas Students 2018*, and *the Education Services for Overseas Students (ESOS) Act 2000*. This policy outlines how personal information is collected, used, stored, disclosed, and protected.

Scope

This policy applies to all students enrolled at Lead College, including:

- International students studying on a student visa (subject to ESOS Act 2000 and the National Code 2018),
- Domestic students, including those under Smart and Skilled subsidised programs.

It also applies to all staff and contractors involved in the delivery, support, administration, and management of training and education services at Lead College. It ensures consistent application of responsibilities, standards, and procedures across all operations.

Definitions

SRTOs– The Standards for Registered Training Organisations, applicable to domestic training delivery and regulation.

ASQA: [Australian Skills Quality Authority](#)

RTO-Registered Training Organisation

International student: Not an Australian or New Zealand citizen, or a permanent resident of Australia, and who is studying in Australia on a student visa issued by the Department of Home Affairs (DHA)

Domestic Student: An Australian citizen, an Australian permanent resident, a New Zealand citizen, or a holder of a visa that entitles them to study in Australia without requiring a student visa.

National Code: the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

NVR Act: the [National Vocational Education and Training Regulator Act 2011](#)

Trainer: a person engaged by The College as a trainer and/or assessor, including but not only in accordance with the SRTOs

PRISMS: Provider Registration and International Student Management System

Policy Statement

1. Collection of Information

Lead College collects personal information from students during application, enrolment, and throughout the course of study. This is required to manage education delivery, compliance, and government reporting obligations. If the information is not collected, Lead College may be unable to offer enrolment or fulfil contractual and regulatory requirements.

Information collected includes, but is not limited to:

- Identity and contact details
- Academic history and qualifications
- Emergency contacts
- Unique Student Identifier (USI)
- Government-issued identifiers (e.g., visa details, Medicare)

It is a condition of engagement with Lead College that you must provide accurate and up-to-date personal information.

International Students are legally required to notify the college of any changes to their contact details or personal information within 7 days of the change. This includes, but is not limited to:

- Current residential address
- Email address
- Phone number
- Emergency contact details

Failure to update this information within the specified timeframe may result in a breach of student visa conditions.

In addition to this requirement, Lead College conducts a routine collection and verification of student information every 6 months. This process ensures our records remain accurate and allows us to fulfill our obligations under Australian immigration and education laws.

2. Use of Information

Personal information is used to:

- Assess eligibility and suitability
- Deliver education and support services
- Record and manage enrolment/employment.
- Meet reporting obligations under the ESOS Act, National Code, SRTOs, and relevant state-based funding contracts (e.g., Smart and Skilled)
- Issue AQF certification and USI transcripts

3. Disclosure of Information

Lead College may disclose personal information to:

Lead College Pty Ltd RTO No.: 41489 CRICOS: 03636F ABN: 63 604 422 853

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- The NCVET for statistical and research purposes
- DEWR and state/territory training authorities
- The USI Registrar for transcript services
- PRISMS for international student visa management
- Authorised third-party contractors working on behalf of the College
- College staff based offshore, while ensuring information is stored within Australia

Information is disclosed strictly in accordance with legal requirements and only for education-related purposes.

Lead College maintains strict confidentiality in all internal processes. Information related to the identity of individuals involved is protected and only disclosed to authorised personnel directly managing the matter.

4. NCVET and DEWR Responsibilities

Lead College is legally required to disclose information to the National VET Data Collection and authorised government bodies. These organisations may use this information to:

- Administer VET programs
- Conduct research and analysis
- Provide policy and funding advice
- Maintain national statistical records

The NCVET and DEWR handle personal information in accordance with the Privacy Act 1988 and their own privacy policies.

5. USI Privacy Requirements

The USI Registrar may disclose information to:

- Registered providers
- Government agencies
- Researchers
- Employers involved in student training
- Third parties performing functions under contract

6. Rights and Access

Student, staff, contractors, and third-party providers have the right to:

- Request access to their personal information

- Correct inaccurate information
- Lodge complaints about how their information has been handled
- Decline participation in NCVET surveys or marketing communications

7. Data Security and Storage

Lead College ensures all personal information is securely stored using Student Management System and other protected systems. Access is restricted to authorised personnel only. Records are retained for at least two years after a student ceases enrolment, or longer where required by law. Check with Peninsula regarding employees

Document Control

Version	2.0
Document Name	Privacy and Confidentiality Policy
Quality Area	Governance
Review Date	June 2027
Reviewed by	Director of Operations
Approved By	Chief Executive Officer
Regulations and Legislations	National Code 2018, Education Services for Overseas Students Act 2000
Standards for RTOs	SRTO 2025
Privacy Act 1988 (Cth)	
Smart and Skilled Operating Guidelines 2025	