1. Purpose

Global Skills Training Academy is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). The purpose of this policy is to outline how Global Skills Training Academy complies with Privacy Act 1988 and Australian Privacy Principles (APPs) in relation to Unique Student Identifiers. As such, Global Skills Training Academy is required to have a policy in place to ensure all students advise of their USI or are guided how to obtain a Unique Student Identifier.

A USI or Unique Student Identifier is a reference number made up of ten digits and letters that every student partaking in nationally recognised training needs to have. Applying for a USI is free and this reference number remains with that student for life, creating a secure online record of their qualifications and training. Students are also able to access their transcripts and training records online.

2. Policy Statement

Global Skills Training Academy is committed to complying with obligation under Privacy Act 1988, and the associated Australian Privacy Principles (APPs), specifically in the way it collects, uses, secures and discloses personal information. Upon enrolment, Global Skills Training Academy will provide students with advice regarding relevant ways to obtain a USI if they do not already have one (via www.usi.gov.au), or in the circumstance that students want the organisation to apply for one on their behalf, what proper information/documents they’ll need to provide in order for them to do so.

Global Skills Training Academy may need to collect the following information in order to create or verify a USI for you:

- Australian passport
- or non-Australian passport along with Australian Visa
- Australian drivers licence
- Australian birth certificate
- Medicare card
- Citizenship certificate
- ImmiCard
- Certificate of Registration by Descent

In the occasion that information/documents need to be collected, Global Skills Training Academy will also ensure:

- It maintains and provides a current Privacy Policy;
- Information gathered for the express purpose of training and assessment matters will not be disclosed to a third party unless prior written consent is provided by the individual concerned, except that required by law;
- The secure storage of all records;
- The confidentiality of all information maintained on records.
3. Creating, Verifying USI
   a. Refer to the How to create a USI for students https://www.usi.gov.au/students/how-do-i-create-usi
   b. If the RTO is required to create a USI on behalf of the student refer to https://www.usi.gov.au/training-organisations/using-usi-registry-system/verify-usi
This information can also be located in softcopy on the one drive for Global Skills Training Staff.

4. Privacy Notice Overview

If Global Skills Training Academy applies for a USI on behalf of a student, GSTA is required first to provide the student a privacy notice that seeks their consent.

**Student Identifiers Registrar’s Privacy Notice**

**Consent for collection, use or disclosure of personal information**

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the Student Identifiers Act 2014.

- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;

- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing VET, VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar’s Privacy Policy or by contacting the Registrar on usi@education.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

For information about how Global Skills Training Academy collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Privacy Policy located on our web site.

5. Global Skills Training Academy Responsibilities

CEO, RTO Manager Global Skills Training Academy ensures that all employees are made aware of this policy and its underpinning legislative requirements, and comply with this policy at all times including but not limited too;

- Privacy Act 1988;
- Australian Privacy Principles (APP) – Schedule 1 of the Privacy Amendment
- (Enhancing Privacy Protection) Act 2012
- Right to Information Act 2009; and
- Freedom of Information Act 1982
- Student Identifiers Act 2014

RTO Manager Global Skills Training Academy ensures that all clients have access to and awareness of this policy.

6. Records Management

All personal information and records are maintained in accordance with Records Management Policy. (See Records Management Policy)

7. Monitoring and Improvement

All practices for Privacy are monitored by the RTO Manager Global Skills Training Academy and areas for improvement identified and acted upon. (See Continuous Improvement Policy)