

## Earthworks Training & Assessment Services (ETAS) RTO 50590

### Privacy, Security and Marketing Statement

Earthworks Training and Assessment Services (ETAS) is a registered training organisation (RTO) and as such we are required by the relevant laws and legislation to retain hard copies of your qualifications and competencies for a period of 30 years and provide copies to you on request. ETAS has a duty of care to protect your privacy and confidentiality including that of electronic information, computer access and security.

ETAS maintains and stores information in a secure and locked environment and our obligation to protecting your privacy prohibits access to your information other than by authorised ETAS staff and then only for the purpose of RTO functions and compliance.

The Information Privacy Principles regulates the way in which ETAS must manage your personal information and addresses concerns about any unauthorised use of your information and gives you the right of access to any information held about you. The Privacy Act 1988 is an Australian law dealing with privacy. Section 14 of the Act stipulates a number of privacy rights known as the Information Privacy Principles (IPPs).

### Useful Links

The Privacy Act 1988: [www.legislation.gov.au/Details/C2019C00025](http://www.legislation.gov.au/Details/C2019C00025)

National Centre for Vocational Education Research Privacy Policy: <https://www.education.gov.au/privacy-notice-and-student-declaration>

Australian Skills Quality Authority RTO Standards: <https://www.asqa.gov.au/standards>

### You're Privacy - Our Respect

ETAS strategies, processes and procedures ensure privacy, confidentiality and security critical to the RTO is maintained. ETAS is committed to strictly complying and maintaining all privacy expectations as prescribed by the Australian Government Department of Education and Training National VET Data Policy Privacy Act 2018 and the Australian Privacy Principles Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012 No 197 2012.

### Why collect information?

ETAS collects information about you in order to perform its core functions and for meeting government reporting requirements. You have the right not to disclose information about yourself if it is lawful and practicable however you must identify yourself when enrolling in one of our courses.

### Information Collected / Disclosure

Under the *Data Provision Requirements 2012*, Earthworks Training and Assessment Services is required to collect your personal information contained in the enrolment form and disclose this information to the National Centre for Vocational Education Research (NCVER). Personal information about you and your training activity data may be used or disclosed by ETAS for statistical, administrative, regulatory and research purposes. ETAS may disclose your personal information for these purposes to Commonwealth, State or Territory governments departments, authorised agencies and NCVER. Personal information disclosed to NCVER may be used or disclosed by NCVER for the following purposes of:

- Populating authenticated VET (Vocational Education and Training) transcripts
- Facilitating statistics and research relating to education including surveys and data linkage
- Pre populating RTO student enrolment forms
- Understanding how the VET market operates for policy, workforce planning and consumer information and
- Administering VET including program administration, regulation, monitoring, regulation and evaluation

You may receive a student survey administered by a government department, NCVER employee, agent or third party contractor or other authorised agencies. You can opt 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](http://www.ncver.edu.au)

### About the National Centre for Vocational Education Research (NCVER)

NCVER is the principle provider of research, statistics and data on Australia's Vocational Education and Training (VET) sectors. Its services promote a better understanding of VET and assist policy makers, practitioners, industry, training providers and learners to make informed decisions. NCVER complies with the Australian Privacy Principles.

For more information on NCVER's Privacy Policy: [www.ncver.edu.au](http://www.ncver.edu.au)

National VET Data Policy: <https://www.education.gov.au/national-vet-data-policy-0>

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### Information Collected / Disclosure

The information we collect about you is only for the purpose of the delivery of our products and services, processing enrolments, RTO compliance and reporting purposes and permitted by law. Information about you is strictly confidential and is not released to a third party without your specific informed and written consent. If you would like to authorise a third party to access your documents or request a copy of information held about you please contact our Office Administrator on 043 991 4490.

- . ETAS will not source any other information about you other than what is specifically required and necessary and only then for the expressed purpose of the RTO.
- . If you are under eighteen (18) years of age your information may be provided to your parent or guardian however you will be contacted in the first instance to inform you.
- . You have access to your personal information we hold about you upon request. Please contact our Office Administrator on 043 991 4490.
- . We do our best to collect your information directly from you and keep your details current and accurate.
- . Only authorised ETAS employees have access to your information and then only for purpose of the RTO functions including reporting and compliance.
- . Your information and results are not available to any other source without your expressed signed consent. The only exception is when your employer / person conducting a business undertaking (PCBU) is responsible for the payment of your training course and may be informed of your competence in the units they have paid for.
- . Quite simply ETAS will not release any details in any context about you nor do we engage with entities for the purpose of direct marketing.

### How we collect your information

The personal information we collect about you is from the registration and enrolment forms. Registrations forms are accessed on line and once completed are generally emailed to ETAS to process and hard copies of the enrolment form are provided to learners during training sessions and once completed are returned to the trainer.

Information collected includes:

- . Name
- . Country of origin
- . Date of birth
- . Address and contact details
- . Indigenous status
- . Language /s spoken
- . Employment status
- . Schooling and education
- . Disability or long term impairments
- . Payment details/ invoicing

### Securing and Protecting Your Information

ETAS retain your personal information in electronic and paper format.

- . Information about you is stored in a locked and secure environment on site.
- . Archives are appropriately destroyed after the required retention date.
- . Computer security, control and protection measures and safety is protected by up to date virus software and use of firewalls.
- . Computers can only be accessed by user name and passwords.
- . Only authorised ETAS staff has limited access to your information and only then for the purpose of conducting the business activities and functions of the RTO.
- . Computer software protection including training laptops is powered by Trend and archives are disposed of appropriately within the relevant time frames.

### Retention of Information / Records

ETAS is required by law and the relevant legislations to retain records of your qualification/ s and statements of attainment / s for a period of thirty (30) years. These records are archived after twelve (12) months after completion of the accredited course or qualification. We also retain information for as long as we are required to do so to conduct our business activities in accordance with legislation. If ETAS ceases to operate as a registered training organisation your information will be transferred to the Australian Skills Quality Authority (ASQA).

## Earthworks Training & Assessment Services (ETAS) RTO 50590

### Marketing of ETAS Products and Services

We market our products and services with integrity, accuracy and professionalism and any literature published by or on behalf of ETAS in whatever form is truthful, accurate, and unambiguous and clearly categorizes products and services covered within the scope of registration. Nationally recognised products are identified separately from courses recognised by other bodies or without recognised status. The names of training packages, qualifications and accredited courses are consistent with names and / or titles recognised by the Australian Skills Quality Authority.

ETAS does not endorse literature which encourages unrealistic expectations about the level of qualifications attainable or the facilities and equipment provided. Nor do we make inaccurate or deceptive claims that are false comparisons of courses provided by our competitors. We do not claim misleading statements concerning the qualifications and experience of staff or make misleading or false statements about the prospects of employment following completion of a training course.

ETAS provides course information including course prerequisites requirements in concise and plain language avoiding any vague and ambiguous clauses. Information regarding fees for service and the refund policy is provided and disclosed in full the contractual arrangements between ETAS and course participants prior to registering for any given training course.

Our registered training organisation code (50590) is clear, identifiable and evident on all ETAS materials, resources and equipment and where an inference is made regarding any nationally recognised training offered.

We honor all commitments in our marketing materials and only promote the training courses and assessment on our scope.

### Queries? Please contact us at:

PO Box 1945

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NT 0836

Phone: 0407 991 448 Email: [etas@bigpond.net.au](mailto:etas@bigpond.net.au)

[www.etas.com.au](http://www.etas.com.au)

ABN: 30 092 729 532