
Privacy Policy

At Belgravia Academy, we take your privacy seriously and comply with all legislative requirements, including the Privacy Act 1998 (Cth), Australian Privacy Principles (APP) (2014), and the Privacy Amendment Act 2012.

As a registered RTO (ID 45497), we are required to submit enrolment data to the national VET administrative collection for regulatory reporting purposes. Your enrolment form information may be used by Belgravia Academy or the following third parties for administrative, regulatory, and/or research purposes:

- Schools, if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employers, if you are enrolled in training paid by them.
- Government departments and authorized agencies.
- Researchers.

When state or commonwealth funding supports your training, we are obliged to submit your enrolment details for statistical purposes. Personal student files will only contain information relevant to your training program.

You are required to provide a USI for all accredited training, and you should read and understand the USI privacy statement at <https://www.usi.gov.au/about/privacy-and-unique-student-identifier>. If you do not supply us with a USI, we cannot provide you with any AQF documentation certifying your achievements, such as a Statement of Attainment or a Certificate qualification.

We take all reasonable steps to ensure that the personal information we hold is not lost, misused, or inadvertently provided to unauthorized third parties. Belgravia Academy considers student privacy to be of the utmost importance.

NCVER Privacy Notice

Under the Data Provision Requirements 2012, Belgravia Academy is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information, including the personal information contained on this enrolment form, may be used or disclosed by Belgravia Academy for statistical, administrative, regulatory, and research purposes.

Belgravia Academy may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorized agencies.
- NCVER

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET 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.
- Administering VET, including program administration, regulation, monitoring, and evaluation.

You may receive a student survey, which may be administered by a government department or NCVER employee, agent, or third-party contractor or other authorized agencies. Please note that you may opt-out 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 National VET Data Policy, and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information, see <https://www.ncver.edu.au/privacy>.

Gaining access to your information

You have the right (excluding exceptions outlined in the Privacy Act) to seek access to and update or correct the personal information we hold about you. If you make an access request, we will ask you to verify your identity.

When you submit content to us for publication (including but not limited to comments, testimonials, or forum posts), you assign Belgravia Academy the right to publish and/or commercially use this content without limitation. Content submitted by you for publication may be disclosed to all visitors of our website, at our discretion. Images and photos need to

Document #: BA-005	Version Number: 1	Last Updated: May 2023
File: BelgraviaAcademy_PrivacyPolicy_V1_May2023		

be explicitly consented to through a media release (Authority to Publish form) and will not be used unless such a release is obtained prior to the use of any images.

Document #: BA-005	Version Number: 1	Last Updated: May 2023
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