

AMS RTO Student Privacy Notice

Student Declaration and Consent

By reading and acknowledging this Privacy Notice – Data Collection (this includes clicking the “I have read and accept the above Terms and Conditions” during AMS Enrolment Process) and proceeding with enrolment:

- I confirm I consent to the collection, use and disclosure of my personal information in accordance with this Privacy Notice above, and;
- I declare that the information I have provided during my enrolment to the best of my knowledge is true and correct.

Under the *Data Provision Requirements 2012*, Aerodrome Management Services Pty Ltd (RTO 52413) is required to collect personal information about you during enrolment, and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

In addition, we are required to collect and verify your Unique Student Identifier (USI) under the Student Identifiers Act 2014 (Cth) as a condition of enrolment and issuance of AQF certification.

Your personal information may also be used to meet obligations under the Standards for Registered Training Organisations (RTOs) 2015, including quality assurance, compliance audits, and regulatory monitoring.

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; and
- 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 authorised agencies. Please note 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).

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RTO Provider Code: 52413

Created By: Sofia Toral
Peer Review: Wendy Strada
Approved By: Wendy Strada
Document Number: PER-TRN-POL-0026

Additional Information

Why we collect your personal information

As a registered training organisation, we are required to collect your personal information so we can process and manage your enrolment in a vocational education and training course with us. 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

Where required by law, personal information may also be disclosed to the Australian Skills Quality Authority (ASQA) for audit and regulatory purposes.

How the NCVET and other bodies handle your personal information

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR) for VET administration, workforce planning, and policy development.

The NCVET may also disclose personal information to persons engaged by NCVET to conduct research on NCVET's behalf. The NCVET does not intend to disclose your personal information to any overseas recipients.

If you would like to seek access to or correct your information, please contact Aerodrome Management Services using the contact details on the next page.

AMS Contact Information

At any time, you may contact Aerodrome Management Services (RTO 52413) 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 Privacy Notice.

Phone: (08) 9221 6777 | Email: training@amsaustralia.com

Additional Privacy Information

- For more information about AMS's Student Privacy Policy please visit "[Student Information](#)" on our website.
- For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at www.ncvet.edu.au/privacy.
- DESE is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

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