***RESPONSIBILITY***

This policy is the responsibility of Halo Nation Training Pty Ltd (HaloNT) Registered Training Organisation (RTO) Provider Number 32485.

***SCOPE***

Under the Terms and Conditions of the USI ('Provision of Privacy Notice to Individuals'), HaloNT declares that it has given to the individual, on whose behalf it is applying for a USI, the privacy notice that seeks their consent and advises them of the collection, use and disclosure of the USI.

***USI - Provision of Privacy Notice to Individuals***

This policy is the responsibility of HaloNT.

***REVIEW AND MAINTENANCE***

Maintenance and review of this policy is the responsibility of HaloNT. HaloNT will maintain ongoing records of the elements and application of this policy.

***CHANGE RECORD***

Date: 01Jan15

Version: 0.1

Author: Phil Statham

**PRIVACY**

The personal information collected by HaloNT from the individual that HaloNT is applying on behalf of and that HaloNT provides to the Student Identifiers Registrar is subject to the provisions of the Student Identifiers Act 2014 and the Privacy Act 1988 (Privacy Act).

Personal Information may include, but is not limited to: name, address, date of birth and other identifying information.

The collection, use and disclosure of USIs is protected by the Student Identifiers Act 2014.

HaloNT must ensure that HaloNT handles the individual’s personal information in accordance with the requirements of the Privacy Act and the Student Identifiers Act 2014.

The full text of the Student Identifiers Registrar’s Privacy Policy is available on the HaloNT website.

**PROVISION OF PRIVACY NOTICE TO INDIVIDUALS**

HaloNT declare that HaloNT has given to the individual, on whose behalf HaloNT is applying for a USI, the following privacy notice that seeks their consent and advises them of the following:

**Privacy Notice**

HaloNT has advised that and agrees that HaloNT understands and consents that the personal information HaloNT provides in connection with an application for a USI:

* *is collected by the Student Identifiers 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 Vocational Education and Training (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 its consent unless authorised or required by or under law.*