

**BACK TO BASICS BUSINESS TRAINING PTY LTD
APP Notice**

APP Personal Information Notice

Under the Data Provision Requirements 2012, Back to Basics Business Training 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 and your training activity data) may be used or disclosed by Back to Basics for statistical, regulatory, and research purposes to third parties.

You are viewing or receiving this notice due to the impending or recent collection of your personal information.

RTO Name:	Back to Basics Business Training Pty Ltd	RTO ID:	4346
Contact Details:	Privacy Officer Phone: 1300 855 713 Email: privacyofficer@backtobasics.edu.au		
Method of Collection:	Website enquiry form, registration form, payment request form, assessment task cover sheets	Place	Level 1 108 Nelson Street Wallsend NSW 2287

Authorisation for collection:	NCVER will collect, hold, use and disclose your personal information in accordance with the <i>Privacy Act 1988</i> (Cth), the 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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Disclosures *This information once collected may be disclosed to the following parties:*

Third Party Sources:	<ul style="list-style-type: none"> • Commonwealth and State or Territory government departments and authorised agencies • NCVER • Organisations conducting student surveys • Researchers • Employer – if you are enrolled in training paid by your employer; and • School- if you are a secondary student undertaking VET, including school based apprenticeship or traineeship
Primary purpose of collection:	<ul style="list-style-type: none"> • Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts; • Facilitating statistics and research relating to education, including surveys; • Understanding how the VET market operates, for policy, workforce planning and consumer information; • Administering VET , including program administration, regulation, monitoring and evaluation
Secondary purposes:	<ul style="list-style-type: none"> • You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

Privacy Information and Advice

Back to Basics Business Training Pty Ltd APP Privacy Policy and associated procedures are available at www.backtobasics.edu.au/privacy-policy/ - also available in our Student Handbook, at each Back to Basics Business Training Pty Ltd office location and provided on request. This APP Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of the APPs, or any registered APP code, and how we will deal with such a complaint.

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

Name:		Date:	
Signature:			