

TECH SKILLS AUSTRALIA PRIVACY AND INFORMATION HANDLING PROCEDURE

Tech Skills Australia (TSA) collects and stores student information in accordance with Australian Privacy Principles and section 54 of VET Student Loans Act.

TSA will only collect information that is necessary or directly related to its functions and activities as a VET provider. All personal information collected by TSA are kept confidential and secure, however, students can access and update their information or records when their identity has been verified. Students can also authorise TSA to disclose their information to a third party.

Tech Skills Australia stores personal information in Student Management System (SMS). The information stored in SMS requests login user name and password to access. The credential shall be kept secure by relevant responsible person in TSA.

Steps to Record Personal Information	
1	Student provides TSA with necessary information for certain purpose, e.g. enrol a course
2	TSA checks the accuracy and completeness of your personal information before use
3	TSA stores the information in SMS securely
4	The information collected shall only be used for that particular purpose
Steps to Request to Update Personal Information	
1	Student sends request to update personal information
2	TSA verifies student's identification (if verified successfully, step 3 apply)
3	TSA administrator updates student's information in SMS
4	TSA send confirmation email to student to advise the information has been updated
Steps to Request to Disclose Personal Information to Third Party	
1	Student send request to have personal information disclosed to a third party
2	TSA verifies student's identification (if verified successfully, step 3 apply)
3	TSA emails the consent form to allow TSA to disclose information to the third party
4	Disclose information
5	Save the document in student's file or SMS
<p>Note: TSA shall not disclose your personal information to another person, body or agency unless you have been made aware that we usually pass your information to that person, body or agency.</p>	

Steps to Provide Personal Information to Regulatory Body

1	TSA will provide regulatory bodies with student information via HEIMS system on a regularly basis to meet the obligation.
2	TSA shall provide accurate information about the use and disclosure of personal information collected, including that the information may be disclosed to the Commonwealth and tuition assurance scheme operators.