

PRIVACY NOTICE AT ENROLMENT

(Required under National VET Data Policy)



POLICY

Why we collect your personal information

As a registered training organisation (RTO), Volt Edge collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

If you do not provide your personal information, we may not be able to enrol you, issue qualifications, or meet our legal reporting obligations.

How we use your personal information

Your personal information is used to:

- Deliver training, assessment and support services
- Issue qualifications and statements of attainment
- Meet our obligations as an RTO

How we disclose your personal information

Under the NVETR Act 2011, Volt Edge is required to disclose your personal information to:

- The National Centre for Vocational Education Research (NCVER)
- The Australian Government Department of Employment and Workplace Relations (DEWR)
- State or Territory training authorities

NCVER may use your information for:

- VET statistics and research
- Surveys
- Data linkage activities

NCVER does not intend to disclose your personal information to overseas recipients.

USI Information

Volt Edge is required to collect and verify your **Unique Student Identifier (USI)**.

We may create a USI on your behalf only with your written consent.

Identity evidence will be securely stored and accessed only by authorised staff.

Access and Correction

You may request access to or correction of your personal information by contacting:

 training@voltage.com.au

Complaints

If you have a privacy complaint, you may contact Volt Edge at the above email.

If you are unsatisfied, you may contact the Office of the Australian Information Commissioner (OAIC):

 <https://www.oaic.gov.au>

 1300 363 992