

GOTAFE respects your right to privacy

GOTAFE may need to collect Personal Information, Sensitive Information and/or Health Information about its employees, students and clients. GOTAFE respects this information and will do its best to keep it safe and secure. In all circumstances, GOTAFE will handle this information in accordance with the Information Privacy Principles (IPP) and Health Privacy Principles (HPP), contained within the Victorian *Privacy and Data Protection Act 2014* and the *Health Records Act 2001* respectively.

Why does GOTAFE collect Personal, Sensitive and/or Health Information?

When you enroll or begin employment with GOTAFE, we may ask for Personal, Sensitive and/or Health Information so that we can identify you as a student or employee and so that we can contact you. Some information is also required by government departments or agencies or may allow us to offer extra assistance and support.

All students undertaking study in a nationally recognised training course will need to have a Unique Student Identifier (USI) as required by the Australian Government. More information is available from the [Australian Government USI website](#).

How will GOTAFE use and disclose Personal, Sensitive and/or Health Information?

GOTAFE will not disclose any personal information about an individual to a third party for any reason, other than for the primary purpose that it was collected, unless for a lawful secondary purpose. If a third party, such as an employer or next of kin (if you are over 18), requests information about you, we will ask for your written permission to provide the information before we share it.

How do I know the information is correct?

GOTAFE will take all reasonable steps to ensure the personal information that is collected is complete, accurate and current. If an individual wishes to access or update their information GOTAFE will provide reasonable assistance with this.

For security reasons, we will ask you to put all requests to access personal information in writing, and we reserve the right to charge a fee for locating the information, depending on the difficulty of the request. If the information is incorrect, we will do our best to correct it as soon as possible after you tell us.

What happens if I choose not to provide my Personal, Sensitive and/or Health Information?

You may choose not to provide your personal details, but this may mean we are unable to provide you with the services you require and, in some circumstances, may affect your enrolment into a course.

Information Privacy enquiries

All enquiries or advice on privacy matters including requests to update personal information must be in writing and sent to:

- GOTAFE Privacy Officer, 152-200 Fryers Street, Shepparton or privacy@gotafe.vic.edu.au