



**Nepean Community College**

**Adult and Community Education (ACE)**

**Data Consent Form**

## CONSENT TO USE AND DISCLOSE PERSONAL INFORMATION

\_\_\_\_\_  
(First, middle and last Name)

Of \_\_\_\_\_  
(current residential address)

with date of birth \_\_\_\_\_

I, the person identified above, understand and agree to the following:

Nepean Community College is required to collect Personal Information from me, or my parent or guardian under:

- the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, and the reporting requirements prescribed by the National Centre or Vocational Education Research Ltd (NCVER); and
- arrangements with the NSW Department of Education (the Department) in connection with the provision of funding for training.
- My Personal Information may include information or an opinion about me such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information), and any other enrolment and training activity-related information.
- My Personal Information may be used and disclosed by Nepean Community College for statistical, regulatory and research purposes.

Nepean Community College may disclose my Personal Information for statistical, regulatory or research purposes to third parties, including:

- NCVER, the Department and other Commonwealth and State or Territory government departments and authorised agencies
- my employer – if I am enrolled in training paid by my employer; and
- organisations conducting student surveys and researchers.

### **NCVER**

My Personal Information disclosed to NCVER may be used or disclosed for the following purposes:

- 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; and
- administering VET, including program administration, regulation, monitoring and evaluation.
- I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.
- NCVER will collect, hold, use and disclose my Personal Information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))

### *The Department*

- The Department may use or disclose my Personal Information for purposes relating to the exercise of its government functions.
- The Department may disclose my Personal Information to NCVER and other government agencies, including those located in States and Territories outside New South Wales, who may use my Personal Information for purposes relating to the exercise of their government functions.
- My Personal Information may also be disclosed to other third parties if required by law.
- If my training is funded or subsidised by the Department, my Personal Information may be also used or disclosed by the Department in connection with that arrangement.
- I also agree that the Department may contact me by telephone, email or post, during or after I have ceased subsidised or funded training with Nepean Community College for the purposes of evaluating and assessing my training.
- The Department will collect, hold, use and disclose my Personal Information in accordance with the Privacy and Personal Information Protection Act 1998 (NSW).
- I declare that, to the best of my knowledge, the information I have provided is true and correct.
- I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

Print Full Name:	
Signature:	Date:        /        /
<b>Note:</b> If under 18 years of age at the time of giving consent, then the consent of their guardian is required.	
Print Full Name of Guardian:	
Signature of Guardian:	Date:        /        /

### *Staff Declaration*

- ☐ I confirm that I have read the Consent Wording to the person identified above and they have indicated that they understand and agree.
- ☐ I confirm that the person identified above has indicated that they have read the Consent Wording and that they understand and agree.
- ☐ I confirm that the Consent Wording was communicated to the person identified above through an interpreter and the person identified above has indicated through the interpreter that they understand and agree. This declaration may be in addition to the signature above of the person providing the consent.
- ☐ I also confirm that I am authorised by Nepean Community College to make this declaration.

Name:	
Signature:	Date:

END OF DOCUMENT