



Dear Parent/Guardian

## Health & Community Service Program

Your child has expressed interest in enrolling in one of Connect 'n' Grow's Programs in Health and/or Community Services. For your child to enrol you are required to complete and return a Parent/Guardian Consent Form which you would have received. This form has been updated to include information on the privacy and personal information we require.

Under the *Data Provision Requirements 2012*, Connect 'n' Grow is required to collect personal information about and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Student personal information (including full name, date of birth, address, contact number and student USI) is provided at enrolment on the JR Plus Student Management System where it is stored.

The personal information may be used or disclosed by Connect 'n' Grow for statistical, regulatory and Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **Connect 'n' Grow (RTO NO. 40518)** for statistical, administrative, regulatory and research purposes. **Connect 'n' Grow (RTO NO. 40518)** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your 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)).

Yours sincerely

Michael Gleadow  
**Chief Executive Officer**  
**Connect "n" Grow<sup>®</sup>**