



# Privacy Policy

WEG-POL-PRV-001 | Version 1.2 | Effective 1 July 2025

Standards for RTOs 2025

<b>Policy Reference</b>	WEG-POL-PRV-001	<b>Version</b>	1.2
<b>Standards</b>	OS 4.1 — Standards for RTOs 2025   Privacy Act 1988 (Cth)	<b>Effective Date</b>	1 July 2025
<b>Review Date</b>	1 July 2026	<b>Document Owner</b>	RTO Manager
<b>Approved By</b>	Director of Operations	<b>Status</b>	Active — Current

## Acknowledgement of Country

Wyatt Education Group acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the Elders past, present and emerging.

## DOCUMENT CONTROL

<b>Policy Reference</b>	WEG-POL-PRV-001	<b>Version</b>	1.2
<b>Standards</b>	OS 4.1 — Standards for RTOs 2025   Privacy Act 1988 (Cth)	<b>Effective Date</b>	1 July 2025
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## VERSION HISTORY

Version	Date	Author	Changes	Approved By
1.0	Jan 2024	RTO Manager	Initial version	Director of Operations
1.1	Jul 2025	RTO Manager	2025 ESOS amendments; PRISMS obligations clarified	Director of Operations
1.2	Apr 2026	RTO Manager	Corrected: OS 4.1 added to standards field	Director of Operations

## 1. PURPOSE

This policy establishes WEG's obligations for collecting, using, disclosing and protecting personal information. It ensures compliance with **OS 4.1** (Integrity and governance) of the Standards for RTOs 2025, and the Privacy Act 1988 (Cth) including Australian Privacy Principles (APPs 1–13), and the ESOS Act 2000.

## 2. LEGISLATIVE FRAMEWORK

Standard / Legislation	Relevance
OS 4.1 — Standards for RTOs 2025	Governance integrity — responsible management of personal information
Privacy Act 1988 (Cth) — APPs 1–13	Privacy principles governing collection, use and disclosure
ESOS Act 2000 s.19	Disclosure obligations to DHA for CRICOS students via PRISMS
AVETMISS	Statistical reporting requirements for VET activity data to NCVET

## 3. COLLECTION

WEG collects personal information only when necessary for its functions as an RTO and CRICOS provider. Information is collected directly from individuals where practical. At collection, WEG notifies individuals of purpose, intended disclosure, and rights under the APPs.

#### 4. USE AND DISCLOSURE

WEG may disclose personal information to: ASQA (regulatory compliance); NCVER (AVETMISS reporting); Department of Home Affairs via PRISMS (CRICOS monitoring); USI Registrar (USI verification); and authorised agents. WEG does not sell personal information.

#### 5. DATA SECURITY

Personal information is stored in Axcelerate (student management system) with access restricted to authorised staff. Physical records are secured. Records are retained as per WEG-POL-REC-001.

#### 6. ACCESS AND CORRECTION

Students and staff may request access to or correction of their personal information held by WEG under APP 12 and 13. Requests must be submitted in writing to the RTO Manager.

#### 7. RELATED DOCUMENTS

WEG-POL-REC-001 | WEG-POL-GOV-001 | WEG-FRM-ENR-001