Privacy Policy

In the course of our business, Prime Learning Pty Ltd (trading as Evocca Workplace Training) and ACTE Pty Ltd (trading as Australian College of Training and Employment and Evocca College) may collect information from students or persons seeking to enrol in accordance with the Information Privacy Principles set out in the Privacy Act 1988 (Cth) and the Higher Education Support Act 2003. Evocca only collects personal information that is necessary for one or more of our functions activities. Evocca may also record various communications between individuals and Evocca.

Collection and use of personal information
Evocca will only collect personal information by fair and lawful means which is necessary for the functions of Evocca and is committed to ensure the confidentiality and security of the information provided. Evocca may collect personal information in electronically or hard copy format and the information may include an individual’s Name, Date of Birth, Address, contact details (email and phone) and payment information.

The personal information supplied by individuals to Evocca will only be used to provide information about study opportunities, to enable efficient course administration, and to maintain proper academic records. If an individual chooses not to give Evocca certain information then Evocca may be unable to enrol that individual in a course or supply them with appropriate information.

Disclosure of personal information
We do not use or disclose personal information about an individual for a purpose other than providing educational services and communication (primary purpose). However, the information that an individual provides may be disclosed or shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme Manager and the organisations that run courses in conjunction with Evocca within Australia. Evocca will seek consent and written approval from an individual prior to disclosing their personal information.

Security of personal information
Evocca will take all reasonable steps to ensure the security of personal information we hold from any unauthorised access, misuse, loss, damage or disclosure. We will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed.

Access and correction
Individuals have the right to access or obtain a copy of the personal information that Evocca holds about them including VET personal information. Request to access or obtain a copy of personal information must be made in writing and sent to Evocca’s head office. The free copy of Evocca’s privacy policy could be accessed from our website www.evocca.com.au

Evocca will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is up-to-date and complete. However, if an individual considers their personal information to be incorrect, incomplete, out-of-date or misleading, they can request that the information be amended. Individuals may complain about any breach of the Australian Privacy Principles code to the Office of the Australian Information Commissioner (OAIC).