

Privacy Notice for Data Collection

Equinim College Pty Ltd (EQC Institute) | Effective 14 September 2026

Why we collect and use your information

As a registered training organisation (RTO), EQC collects personal information to process and manage enrolment and deliver vocational education and training (VET). We also use relevant information for support, administration, reporting and other obligations as an RTO. This can include identity and contact details, demographic and eligibility information, your USI, training activity, results and relevant support information.

If essential information is not provided, we may be unable to process enrolment, establish identity or eligibility, provide the relevant service or meet reporting requirements. We explain the particular consequence. Optional questions and voluntary surveys are not all conditions of enrolment. Ask us if you are unsure why information is requested.

EQC only enrolls students aged 18 or older, with no under-18 exceptions. This is our admission rule, separate from government funding eligibility. Privacy rights still apply to anyone whose information we hold.

How EQC discloses information for VET reporting

Under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act) and applicable reporting requirements, EQC may be required to provide personal information to the National Centre for Vocational Education Research Ltd (NCVER), either directly or through a state training authority. NCVER is the National VET Data Custodian and collects, manages, analyses and communicates research and statistics about Australia's VET sector.

Relevant state or territory training authorities may also receive information as authorised or required by law. Funding arrangements can require additional reporting and notices. This information is not necessarily anonymous: identifiable student and training records may be supplied.

How NCVER handles your information

NCVER handles personal information under applicable law, including the Privacy Act 1988 (Cth), the NVETR Act and Student Identifiers Regulations 2014. Its uses and disclosures may support authenticated VET transcripts, VET administration, educational statistics and research (including surveys and data linkage), and understanding the VET market.

NCVER may lawfully disclose information to the Department of Employment and Workplace Relations (DEWR), relevant Commonwealth authorities, state and territory VET authorities other than RTOs, VET regulators and people engaged to conduct research for NCVER. Purposes include program administration, regulation, monitoring and evaluation, research and statistics, workforce planning and consumer information.

NCVER states that it does not intend to disclose your personal information to overseas recipients. This statement concerns NCVER's handling; EQC's systems are described on page 2. More information: [NCVER Privacy Policy](#).

VET data systems and government handling

Government authorities responsible for VET engage IT operators to design, build, test, operate, maintain and host VET data systems. Relevant operators and contractors have privacy, security and confidentiality obligations, including applicable Australian Privacy Principles. They may use personal information to perform those functions. Data validation and quality checks may compare submitted information with other systems, such as the USI Registry or Australian Business Register.

DEWR may collect, use and disclose information under the Privacy Act, NVETR Act and other applicable laws for VET administration, regulation, monitoring, evaluation, statistics, research, surveys, data linkage, workforce planning and consumer information. Where authorised, it may share public sector data under the Data Availability and Transparency Act 2022 (Cth).

Read DEWR's [VET Data Privacy Notice](#) and [information for reporting under the VET Information Standard](#). Ask EQC for a downloaded, printed or accessible copy if you cannot access the notice online. We provide the information relevant to the reporting arrangements applying to your training.

EQC systems and overseas processing

Our main EQC student hub is hosted in Australia. We also use the Australian AVETMISS Done service for some student reporting records and Google Sheets for a limited amount of information. These arrangements do not mean all information remains in Australia.

Information placed in Google Sheets may be stored or processed outside Australia, including in the United States and other countries in Google's published service locations. Depending on the service and support arrangements, these include Singapore, Taiwan, Belgium, Finland, Ireland and the Netherlands. Google publishes [data-centre locations](#) and, for Workspace, [processing providers and countries](#). See also [Google's Privacy Policy](#).

EQC uses relevant information for its training, reporting and administrative functions. Australian hosting of the main hub is separate from overseas processing by another service. We must comply with applicable privacy safeguards and funding restrictions. This notice does not ask you to waive Australian privacy protections. Contact us about the handling of a particular record.

Your state or territory funding program

For government-funded training, relevant authorities may receive information about your identity, eligibility, enrolment, activity, fees and outcomes for funding administration, monitoring, audit, evaluation and other lawful purposes. The applicable program notice explains the particular sharing and any consent required.

Relevant authorities include the NSW Department of Education, Western Australian Department of Training and Workforce Development, Queensland Department of Trade, Employment and Training, and South Australian Department of State Development / Skills SA. Their program notices explain the particular handling, purposes and contact routes.

NSW: [NSW Department of Education privacy information](#). WA: [Department of Training and Workforce Development privacy policy](#). Queensland: [Department of Trade, Employment and Training privacy policy](#).

For NSW Smart and Skilled, EQC must provide the prescribed departmental consent separately before proceeding with notification of enrolment. If that consent is not provided, EQC cannot proceed with that notification. This notice does not replace the prescribed wording or other program-specific notices or consents.

South Australia funded training

Skills SA collection, reporting and declarations

For a Skills SA subsidised place, EQC collects evidence of identity, residence or work in SA, citizenship/visa status, previous and current training, eligibility, concession or approved fee exemption, participant fees, training activity, outcomes and relevant support needs. We explain what is required, why, and the effect if required information cannot be provided.

The [official Skills SA Participant Agreement](#) explains access to training history and student identifiers, assessment of entitlement, management of the training account, sharing with relevant government agencies and training providers, and contact during and after training. EQC gives you this separate prescribed agreement at enrolment and retains the completed record. This privacy notice does not replace or change its wording.

Relevant information may be provided to the Department of State Development / Skills SA, the Minister and authorised employees, agents, contractors and participating providers for the purposes explained in that agreement and as lawfully required. This includes funding administration, reporting, quality, monitoring, evaluation and training/support coordination. Ask EQC to explain a specific disclosure.

Assessment, support and sensitive information

The Upfront Assessment of Need records course suitability, support needs and literacy/numeracy outcomes. EQC uses relevant information to plan and provide support and may arrange permitted referrals, including Success and Wellbeing Services. We explain the proposed sharing, obtain consent where required and limit information to what is relevant. Sensitive personal information is collected with consent unless another lawful basis applies.

Your rights and separate choices

You may ask to access or correct records or complain about their handling. Required SA declarations and national VET reporting are distinct from optional EQC marketing, separate USI authorities and voluntary research choices. Follow the specific program wording for government contact; do not assume every required declaration is optional.

All EQC enrolments are 18+. A guardian section in a government form does not change this admission policy. EQC supplies the form in its official wording. team@equinimcollege.com | 1800 338 883 | [Contact EQC](#)

Surveys and your choices

You may receive a student survey from a government department, NCVET employee, agent, contractor or another authorised agency. You may opt out when contacted. Declining a voluntary survey does not itself affect your enrolment. Optional marketing permission is separate from required VET reporting.

Access, correction and privacy concerns

At any time you may contact EQC to request access to your personal information, seek correction, make a privacy complaint or ask about this notice. You do not need to be a current student or use a particular form. We verify identity proportionately and can help with your request.

Privacy enquiries: team@equinimcollege.com | 1800 338 883. Ask Student Services to refer your request to the person responsible for privacy. You may ask for help, another format or a postal contact address.

Our [Privacy Policy and Procedure](#) explains storage, security and retention, overseas processing, access and correction, how we handle complaints and further complaint routes. Copies and assistance are available without charge. EQC currently charges no administration fees.

For information held by NCVET or DEWR, you can start by contacting EQC. Their linked notices also explain their own privacy and complaint arrangements. If a concern about EQC remains unresolved, you can contact the [Office of the Australian Information Commissioner](#) on 1300 363 992, or an appropriate state or territory body.

What this notice does and does not authorise

This notice explains handling of your information. It is not blanket consent for unrelated disclosure, optional marketing, an application for a USI on your behalf or access to your USI transcript. We obtain any separate permission or consent required for those activities and provide further collection information where needed.

We use only relevant information for the stated purpose and lawful obligations. Where we seek sensitive information, such as health or disability information for support, we explain the need and seek consent unless another lawful basis applies. You may ask about alternatives or confidential ways to provide it.

EQC's admission, assessment, fee and refund terms are separate from this notice. Required program reporting does not create blanket consent to unrelated uses.

Current EQC privacy documents: equinimcollege.com/privacy-policy. Keep a copy of the notice supplied with your enrolment.