



# Privacy Policy

## Scope

Master Plumbers & Mechanical Contractors Association of NSW (MPA Training) is a Registered Training Organisation providing training services primarily to the plumbing industry. MPA Training collects personal information in order to conduct its operations – including pre-enrolment, enrolment, training, and supporting students undertaking training.

## Collection of personal information

The types of information MPA Training collect include;

- Personal Details
- Employment History
- Training Records
- Notes detailing training sessions
- Student Performance
- Assessment Outcomes

We only collect and store information as it is required and for as long as we are legally required to do so. What this means is that we will not request information before it is required nor will we store information for longer than is required. For example, your USI will only be requested at the time of enrolment.

## Data Security

MPA Training takes all reasonable steps to ensure your personal information is stored securely. MPA Training stores all of its information including your personal information, securely within Australia.

## Disclosure (sharing)

We do not sell your personal information.

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Further detail on how your personal information will be used by NCVER and the relevant state or territory training authority is available in our Privacy Notice - <https://www.masterplumbers.com.au/training/> .



## Your Rights

You may access the personal information we hold about you to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please contact us in writing.

## Complaints

Should you wish to;

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice make a complaint

please contact the Privacy Officer at MPA Training:

Phone: (02) 8789 7000  
Email: [info@masterplumbers.com.au](mailto:info@masterplumbers.com.au)

---

<b>Version</b>	<b>Amendment</b>	<b>Authorised by</b>	<b>Review by</b>
<b>1.0</b>	Extract and update policy from Student Handbook	Luke Tabone	September 2023
<b>1.1</b>	Logo and website	Luke Tabone	February 2024

---