PRIVACY NOTICE FOR PROSPECTIVE STUDENTS

As a Registered Training Organisation and Skills Assure Supplier, approved to deliver Queensland Government subsidised training, First Door is required to collect personal information about you for training and reporting purposes.

We collect your personal information to:

- Assess your eligibility for government-funded training programs
- Enrol you in the appropriate course or qualification
- Deliver training, assessment and support services
- Verify your identity and maintain accurate student records
- Comply with legislative and regulatory requirements, including reporting to the Queensland Government, the National Centre for Vocational Education Research (NCVER), and other authorised bodies
- Assist with monitoring and evaluation of training outcomes, including government-initiated student surveys.

We are required to collect personal information such as:

- Full name, date of birth, contact details and address
- Unique Student Identifier (USI)
- Demographic information (e.g. gender, Indigenous status, disability status, primary language spoken at home)
- Prior education and employment history
- Details of your training plan, progress, results, and your employment or any vocational placements.

Your information may be disclosed to:

- The Queensland Department of Trade, Employment and Training (DTET)
- NCVER and other relevant government agencies
- Employers or school representatives (where applicable)
- Organisations providing services related to your training (e.g. your employer or work placement providers), where necessary.

This information is used for the purpose of administering training funding, monitoring program outcomes, and improving training services. Some data may be used for research, statistical analysis, and government reporting purposes.

Your rights:

- You may access your personal information held by us and request corrections at any time
- Provision of some personal details is mandatory for enrolment and funding eligibility
- Your information is handled in accordance with the Australian Privacy Principles and relevant legislation.

For more information about how we collect and manage personal information, or to access your records, please contact admin@firstdoor.com.au