Privacy Collection Notice

Career Education Association of Victoria

The Career Education Association of Victoria is committed to ensuring that your personal information is handled in accordance with the Victorian Privacy and Data Protection Act (2014).

Career Education Association of Victoria
Unit 3 192B Burwood Road
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Ph: (03) 9810 6400
Email: reception@ceav.vic.edu.au    ABN: 80549485560

Collection of your Personal Information

We collect personal information directly from you when you sign up and register to create a login for the Work Ready Quiz.

Security of information collected

Your information may be held in a variety of ways, including in paper or electronic format. Most commonly your information will be held as an electronic record forming part of a secure database with our webhost Asta Solutions. We protect your information from unauthorised access, loss and other misuse by allowing only restricted access to authorised personnel to your information. You are able to gain access to your personal information upon request via writing or via an email to reception@ceav.vic.edu.au

Purpose and use of your personal information

We use the personal information which we have collected from you for the following purposes:

- to provide a certificate to assist you with your career planning and creation of a portfolio
- to provide information to your school about the career development needs of students, individually and by year levels.
- to provide information to the Department of Education and Training on the work readiness of students in rural and remote regions of Victorian Government schools
- to provide information to the Department of Education and Training to assist with identifying regions of Victoria where career development support is needed
- to provide information to the Department of Education and Training on the improvement of students work readiness within rural and remote regions of Victorian Government schools through the Ready, Set, Go! – Work Ready Program, Work Ready Quiz.
Disclosure of your information

We disclose your information to the following types of parties:

- The Department of Education and Training;
- Your current school as recorded in your registration and login
- The Careers Department in your current school
- Career Education Association of Victoria
- The parents or guardian of the registered individual student

It will not be possible for us to provide access to the Work Ready Quiz if you are unable to provide us with the information as requested in the sign-up, registration page.

If you do not wish for us to collect, use or disclose information about you please notify us in writing or via an email to reception@ceav.vic.edu.au

Amendments and contact details

You may access your personal information that the Australian Centre for Career Education holds about you, upon reasonable request, subject to any exceptions in relevant legislation. If you believe that the information we hold about you is incorrect, please notify us in order that we may correct it.

If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact reception in the first instance.

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