

# Terms and Agreement of use – CourseLink and confidential data

## Trademark

"VTAC CourseLink" has been registered with IP Australia for the purposes of Trade Marking. Apart from any fair dealing for the purpose of research, private study, criticism or review as permitted under the act; no part may be reproduced or extracted by any process without VTAC's written permission. All correspondence must be directed to the Deputy Director, Information and Publishing Services, VTAC, 40 Park Street, South Melbourne 3205

## VTAC disclaimer

Information in CourseLink is developed by VTAC in consultation with VTAC institutions. These institutions, not VTAC take responsibility for the accuracy of the stated prerequisites. While VTAC and institutions attempt to ensure that the information contained on CourseLink is up-to-date, some information may be amended in response to changing institutional circumstances or government policy.

Amendments of and changes to existing statements will be reported in the VTAC Bulletin and on the VTAC website ([www.vtac.edu.au](http://www.vtac.edu.au)).

Users of VTAC CourseLink indemnify and hold harmless VTAC and its officers, employees and agents from and against all loss or damage incurred by or claimed against it or them arising from breach of, or non-compliance with, any of the Terms and Conditions of Use.

## Times

Times indicated on CourseLink are based on Victorian (Australia) local time.

## Copyright

VTAC is the owner of the Copyright in VTAC CourseLink. In agreeing to these terms and conditions users acknowledge that all rights, title and interest, including all intellectual property rights, in the CourseLink program and its component parts is the sole and exclusive property of the Victorian Tertiary Admissions Centre (VTAC) and that this information remains the property of VTAC.

Enquiries should be addressed to the **Deputy Director, Information and Publishing Services**, VTAC, 40 Park Street, South Melbourne 3205.

## Privacy permissions

The Victorian Tertiary Admissions Centre (VTAC) recognises the importance of protecting personal information and is bound by the **Information Privacy Act 2000 (Victoria)**, the

principles outlined in the **National Privacy Policy (2001)** and the **Health Privacy Principles (Health Records Act 2001)**.

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## **Definitions**

### **Designated nominee:**

A designated nominee for the purpose of this agreement is the School Principal and their nominee (generally the careers practitioner responsible for counselling).

### **Identifier:**

An identifying name or code (usually a number) assigned by an organisation to an individual in connection with their health information to uniquely identify that individual for the purposes of the operations of the organisation. This does not include an identifier that consists only of the individual's name.

### **Personal Information:**

Information or an opinion (including information or an opinion forming part of a database) that is recorded in any form and whether true or not about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

### **CourseLink data:**

Personal information and year 11 and 12 VCE or VCAL studies; course preferences; Australian Tertiary Admission Rank (ATAR); tertiary offers and enrolment returns.

**Key release dates:** are defined as the scheduled release of ATARs, offers and enrolment details.

## **Teacher access**

All Year 11 and 12 CourseLink data listed is provided with the written consent of individual students refer to the VCAA Administrative Handbook available at <http://www.vcaa.vic.edu.au>. CourseLink data provided to a student's individual school includes personal information and application details such as tertiary course preferences, the Australian Tertiary Admissions Rank (ATAR), tertiary offer and enrolment returns.

## **Responsibility**

CourseLink data is available to schools for the primary purpose of course and careers counselling. The secondary purpose of providing this information to secondary schools or providers is for record keeping and aggregation. Not marketing.

It is the principal's responsibility to ensure that:

- their designated nominee is aware of the Terms and Conditions of use
- that data associated with CourseLink is not sold or traded without the express written permission of VTAC and the individual student
- all data and users are bound by the VTAC Privacy Policy and VTAC Website Policy through consent of these terms and conditions.

**Access to CourseLink for key release dates:** During key release dates defined as the release of ATARs, Notional ATARs and offer rounds each unique username and password will be permitted a single log in to retrieve the data.

All other individuals using the same unique username and password will be blocked from access for two hours from the initial release time.

The designated nominee/s:

1. Must access the data in a private and secure environment.
2. Must not engage in any conduct or use this website in any manner that infringes the intellectual property rights of VTAC.
3. Must not release information developed or collected by VTAC to any bona fide authority, group or person without the express permission of VTAC.
4. Must not try to reproduce, frame, transmit, broadcast, adapt, modify, reverse assemble or reverse compile this program, or any of its component parts.
5. Must not use the information contained on this website for marketing and/or commercial activities.
6. Must ensure that all personal data associated with CourseLink is not advertised and that:
  - a. It and data drawn from it is made available only to those officers who are responsible for the primary purpose for which release for the files was granted.
  - b. Access to the files is restricted through the use of appropriate security measures normally used in that school for high level protection.
7. Must not use the early release of Australian Tertiary Admissions Rank to contact a student before 10.00am on the morning of the official release to advise them of their ATAR or for any other reason that is not connected to the primary purpose as stated above.
8. Must seek individual student permission to release CourseLink data:
  - for marketing or promotional purposes
  - to advise anyone of personal information contained within this program including, but not limited to, the student's parents, teachers or school community.

For clarification or to report a breach of privacy contact the privacy officer or at 9926 1049.

## Student access

With your permission, personal details of all VCE, VCAL and IB students have been forwarded to VTAC by the Victorian Curriculum and Assessment Authority (VCAA) for inclusion on CourseLink. This data is password protected and available only to the principal or the designated nominee from your school and yourself.

Additional information such as your course preferences, Australian Tertiary Admissions Rank (ATAR) Notional ATAR; offer details and enrolment status are also provided to your schools for the primary purpose of counselling and secondary purpose of record keeping.

VTAC will only collect information for lawful purposes related to this function or on behalf. You have the right to access any of your personal information collected by VTAC.

If you wish to seek access to any personal information collected by VTAC or to inquire about the handling of your personal and sensitive information, please contact the [privacy officer](#).

## **Notes:**

Aggregated data may be used by the school for whatever reason they see appropriate. In these cases consent by individual students is not required. The school principal or the nominee are authorised to hyperlink to this site strictly on the basis that such a hyperlink is directed to the front page and remains password protected and not otherwise.

## **For further information about privacy**

Further information about the VTAC privacy policy is available at [www.vtac.edu.au](http://www.vtac.edu.au). Any questions regarding privacy at VTAC should be forwarded in writing to the VTAC Privacy Officer, VTAC, 40 Park Street, South Melbourne 3205.

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