



PRIVACY POLICY

PURPOSE

To ensure Safety Training Professionals (STP) maintains the privacy of personal information provided to Safety Training Professionals from Staff and Clients.

SCOPE

This document describes STP's Privacy Policy. The Commonwealth Privacy Act 1988 requires companies to comply with the National Privacy Principles. STP is committed to the Australian Privacy Legislation in the way it collects, uses, secures and discloses personal information.

PROCEDURE

Data Collection

In order to provide training and assessment services we need to collect personal information upon a client enrolling in a course/qualification to be provided by Safety Training Professionals. This information is required to be reported to state/territory registering bodies under the requirements of the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS). Information collected is as follows:

- Name
- Unique Student Identifier
- Address
- Contact details (telephone)
- Date of Birth
- Gender
- Country of birth
- Language spoken at home
- Level of English spoken
- Disability information
- Highest secondary schooling completed
- Other qualifications completed
- Current employment status
- Indigenous Status

STP only collects personal information by fair and lawful means and not in an unreasonably intrusive manner.

The enrolment form completed by clients contains a disclaimer outlining why the personal information is collected and how it is used and clients are required to sign the disclaimer as their agreement to the use of their personal information.

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Approved By: RTOADM
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Use and Disclosure

Safety Training Professionals use the information collected for the purpose disclosed at the time of collection or otherwise as set out in this Privacy Policy. We will not use personal information for any other purpose without first seeking consent, unless authorised or required by law. Generally Safety Training Professionals will only use and disclose personal information:

- a. To establish and maintain your relationship as a customer of Safety Training Professionals
- b. To provide the products and services you or your employer have requested from Safety Training Professionals
- c. To administer and manage those products and services
- d. To report to state/territory registering bodies in relation to training services provided

Agents, Contractors and Other Third Parties

Agents, contractors and other third parties, who need personal information to provide a legitimate service, are also bound by these terms of privacy to ensure your personal information remains protected at all times.

Use of Internet

Safety Training Professionals may use the World Wide Web in order to transmit client personal information from delivery sites to other sites within the organisation and also to transmit details to state registering bodies.

Security of data transmitted to state and territory registering bodies is managed by these bodies.

STP has taken all reasonable steps to protect personal information security when using the internet but is aware that no transmission of information by email or to a registering body website is ever totally secure.

Data Quality

STP will take reasonable steps to ensure that personal information is accurate, complete and up-to-date. Clients are encouraged to help us keep their personal information accurate, complete and up-to-date by contacting STP and informing us of any changes to details.

Access to Records

Access to client/candidate personal information from STP is available by request through the Managing Director of Safety Training Professionals via the submission of an Access Authorisation Form. Access to personal information will be controlled at all times.

Privacy Concerns

Clients/Candidates are able to raise any concerns they may have regarding personal information handling practices by either discussing concerns with the delivery site or by contacting STP administration.

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Policy Statement

Safety Training Professionals will have on display the following policy statement for clients/candidates.

'We will not disclose any information that we gather about our staff or clients to any third party. We use the information collected only for the services we provide. No staff or client information is shared with another organisation. If staff or client information is required by a third party we will obtain written consent from the relevant staff or client prior to release of any information'

Should staff or clients seek access to their information we have a documented procedure requiring authorisation before this can occur'.

A handwritten signature in black ink, appearing to read 'Bruce Day', is positioned above the printed name.

Bruce Day
Manager Director