

## Privacy Policy

### Policy

St Michaels Training is committed to protecting the privacy of personal information by implementing the Australian Privacy Principles (APPs) which form part of the Privacy Act 1988.

Under the *Data Provision Requirements 2012*, STMA RTO is required to collect personal information about learners and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). This is in accordance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

Under its Agreement with Skills Tasmania, STMA must also comply with the Personal Information Protection Act 2004 (Tas.)

### Data Collection

St Michaels Training only collects and stores information that is directly related to its business purposes and legal requirements of providing nationally recognised training and assessment.

We will take all reasonable steps to maintain the privacy and security of personal information.

We take all reasonable steps to ensure that information held on learners is accurate and any necessary updates and changes which the RTO have been informed on are made.

### Storage and security of personal information

Personal information collected is maintained in the student records management database (VETtrak) and RTO Learner files.

Information stored electronically is kept on a secure server and access is restricted to authorised employees only. Regular backups are performed and kept in a secure location. Paper-based documents containing personal information are in locked filing cabinets within the RTO premises.

The Standards for Registered Training Organisations (RTOs) 2015 requires RTOs to retain and store this information for up to 30 years.

### Use and disclosure

St Michaels Training only discloses personal information to a third party under the following circumstances:

- the learner has given written consent
- it is authorised or required by law, or necessary for enforcement of law
- to comply with AVETMISS standards as specified by government regulators
- the assets and operations of the RTO business are transferred

St Michaels Training is required to report information for any learner participating in nationally accredited training to government agencies in accordance with mandatory reporting requirements as outlined by the Australian Skills Quality Authority (ASQA) and the State Training Authority – Skills Tasmania.

<https://www.asqa.gov.au/standards/chapter-6/clause-7.5>

<https://www.skills.tas.gov.au/funding/paymentandreporting>

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PRTO37	2.0	Privacy Policy	23/09/2019	RTO Manager	

### Access to personal information

Learners can access the personal information held by St Michaels Training, except when government legislation requires or authorises the refusal of access.

To access your personal information, you will need to contact the RTO Manager in writing and specify the type/s of information you wish to view. You will be required to provide proof of identification.

Refer to <http://www.oaic.gov.au/privacy/about-privacy> for further information

### Related Standards

All

CODE	VERSION	NAME	DATE CREATED	APPROVED BY	DATE REVIEWED
PRT037	2.0	Privacy Policy	23/09/2019	RTO Manager	