



PRIVACY POLICY

PURPOSE

To ensure Safety Training Professionals (STP) maintains the privacy of personal information provided to STP 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 & email)
- 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.

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

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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 Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

Safety Training Professionals are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

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Contact Information

At any time you may contact Safety Training Professionals to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

RTO# 52431 - SAFETY TRAINING PROFESSIONALS

(08) 9417-8888

admin@stp.net.au

2/84 Solomon Road Jandakot 6164 WA

A handwritten signature in black ink, appearing to read 'W Dunning'.

William Dunning
Managing Director

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