



## Purpose

This policy outlines the safeguards in place to protect the privacy of personal information.

## Scope

This policy relates to all personal information collected and recorded to ensure legislative compliance in each state jurisdiction and with the 10 National Privacy Principals [www.privacy.gov.au](http://www.privacy.gov.au).

## Policy

TexSkill is committed to protecting the privacy of our employees, clients and students. All reasonable steps are taken to protect information from misuse, loss and from unauthorised access, modification or disclosure. This is achieved by employing security measures including:

- Individual password access to systems and databases
- Access to files limited to authorised employees
- Secure file cabinets

TexSkill will not reveal, disclose, sell, distribute, rent, license, share or pass information on to a third party, other than those that we have a binding agreement with.

TexSkill will not use or disclose any information for the purposes of direct marketing unrelated products or services.

TexSkill may use the World Wide Web in order to transmit client personal information from our delivery sites to our head office and also to transmit details to state and territory registering bodies. TexSkill 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. The security of data transmitted to state and territory registering bodies is managed by these bodies.

Student information is required to be reported to the relevant state/territory registering bodies under the requirements of the Australian Vocational Education and Training Management Information Statistical System (AVETMISS).

TexSkill are required to disclose AVETMISS information to relevant State/Territory Registering Bodies and, the National Centre for Vocational Education Research. This information is for the purposes of AVETMISS reporting and claiming public funds for the delivery of training and assessment services under contracts such as User Choice and Apprenticeship and Traineeship Training Programs.

The information provided to students during induction includes:

- their rights with regard to accessing their personal information
- the purpose for which the personal information was collected
- to whom we disclose personal information to
- any law that requires us to collect particular personal information.

The enrolment form completed by students contains a disclosure statement. Students sign their enrolment forms as their agreement to the use of their personal information as described. Further information regarding use of student personal information will be also provided if required by State or Territory Legislation

TexSkill will provide information if required to do so by law, for example, in response to a court order or subpoena

## **Management Responsibility**

CEO

## **Implementation Responsibility**

Quality Systems Coordinator

## **Reference**

Student Induction Handbook