

Ag Training POLICY & PROCEDURE MANUAL

PRIVACY

Policy

Ag Training has an effective administrative system and a student records management system that complies with all privacy legislation to ensure the financial records of the business and students and staff personal details and information are kept private and confidential at all times.

Purpose

The purpose of this policy and procedure is to ensure students and staff personal details and information are kept private and confidential at all times

Scope

This policy and procedure applies to all staff of Ag Training. Trainer/assessor staff in particular should have a clear understanding of this policy and procedure so that they can ensure student's privacy at all times.

Procedure

Ag Training is committed to keeping accurate and confidential records in relation to its clients and the activities conducted on their behalf. Access is provided to participants in the training program to their own personal records.

The computer based records management system has the capacity to provide the registering body with AVETMISS compliant data. Ag Training only releases information on participants to the VET Regulatory Authority (ASQA) and State Education and Training Department as required for its registration compliance and funding agreements requirements.

Only authorised personnel at Ag Training can access client records. Authorised personnel will maintain the confidentiality of client records.

Personal Details

During the enrolment process personal details of students are recorded (ie. name and address) on an internal database. All personal and financial details are kept confidential.

No details provided to Ag Training are sold or otherwise released to a mailing list or other organisation without the express permission of the individual concerned, in writing.

Ag Training will be safeguarded all confidential information provided to them by –

Not disclosing any personal information on participants to a third party, except with the written consent of the client

Providing access to clients of their own personal records, upon written request.