



Transport Industry Driver Education

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Privacy Policy

Transport Industry Driver Education is required to meet the requirements of the Federal Privacy Act as they apply to private sector business (Note Federal Privacy Act does not apply if turnover is less than \$3 million per year). In addition privacy provisions of the Australian Quality Training Framework apply to the delivery of all Nationally Recognised Training by Transport Industry Driver Education.

It is a requirement of the Australian Qualifications Framework that students can access personal information held by a training provider and may request corrections to information that is incorrect or out of date. Please apply to the Training Manager if you wish to view your own records.

Information privacy principles

The following information privacy principals are followed by this organisation.

Collection use and disclosure of information

- All personal information collected is necessary to meet the professional and legal obligations of Transport Industry Driver Education.
- Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies.
- Personal information is only collected from the individual concerned and individuals may refuse to provide information they consider to be sensitive.

Data quality, access and correction

We audit and review data to make sure personal information is accurate, complete and up to date. Individuals can gain access to their personal information for the purposes of review and correction. Applications for access must be made in writing to the Training Manager.

Data security and identifiers

All reasonable steps will be taken to protect personal information from misuse, loss, unauthorised access, modification or disclosure including password protection of electronic files, secure storage of paper files and secure backup of data.

Students may have an identifier assigned to them by Transport Industry Driver Education for the purposes of maintaining its electronic records or for collection of data by Commonwealth and State Government departments and agencies.

Anonymity

Anonymity is not possible for students as Transport Industry Driver Education is a Registered Training Organisation that delivers and assesses training, charges fees, provides fee refunds, records participation in training, records achievement of competency and issues Awards and Statements of Attainment to individuals.

Openness

Our documents clearly expressed policies on management of personal information, and provide the policies to anyone who asks.

Access and correction of information

Individuals have a right to seek access to their personal information and make corrections. The Training Manager will handle access to files and correction to incorrect or out-of-date information.

Trans-border data flows

Transport Industry Driver Education does not transfer personal information outside the state of collection.