
PRIVACY NOTICE

A *Why we gather information about you*

Healthy Business Training Academy ("HBTA" or "the Academy") recognises that each individual has a right to privacy in regard to their personal information. We ask you to provide specific information for specific management and administrative purposes and to satisfy our statutory obligations under State and Federal legislation.

In doing so we abide by the Australian Privacy Principles that are detailed in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act, 2012 which amends the Privacy Act 1988.

To assist both Federal and State governments with planning for vocational and technical education, HBTA collects statistical information about candidates at enrolment through specific questions on the Enrolment Form. It is also gathered during the progress of a candidate's training through recording the units attempted and completed in our database.

HBTA has a legal obligation to provide statistical information to the Department of Education, Training and Employment (DETE) for AVETMISS reporting via DET Connect for both funded and Provider Collection which is mandatory as of January 1st, 2014.

We therefore disclose your personal information through DETE to the National Centre for Vocational Education Research (NCVER) for the purposes of:

- statistical analysis of current vocational and technical education *participation* rates
- statistical analysis of current vocational and technical education *completion* rates
- the administration of government funded training by State or Federal Departments or Authorities.

The Academy and State Training Authorities may also use and/or disclose your personal information as authorised or required by law.

Within our organisation your details will only be disclosed to any trainer and assessor as necessary to ensure ease of communication between both parties.

Beyond that, you will be asked to give your assent to any contacts and disclosures of personal information to third parties such as employers, referees and training organisations from whom you have acquired prior certification. The enrolment form includes a permission to share training information with your employer if you are employed under a Traineeship contract. Outside of that no information is disclosed to an employer or co-worker without your written permission.

In addition, if you are undertaking RPL and want to use prior qualifications for Credit Transfer or evidence, we must have your permission to contact the organisation that issued the qualification to verify that it is authentic. You can do this either by filling out the pre-enrolment form or by sending an email giving us permission.

If the RTO who issued the qualification has closed down, you will need to contact ASQA for verification, unless you have a USI in which case you can get a transcript. Note that it takes approximately four weeks to get a reply from ASQA on records requests. We can supply you with a copy of the form or you can access one on www.asqa.gov.au

In addition, our client records are stored and kept in secure local backups with no data being posted to Cloud services. We do use Drop Box for ease of transfer of training and assessment materials between the Academy and our clients but this information is transferred to local servers and the Drop Box cleared to safeguard your information. If you do not wish to use a Drop Box for your information, you may submit assessments via CD or on a USB stick.

B What we do with your information

1. The information you provide on your enrolment form is entered into our client database:
 - some of the information is required for purely administrative purposes (your name and contact details, for instance)
 - other information is gathered to provide information for national statistics (your reason for studying and employment status for instance)
 - additional information is gathered to help our trainer/assessors identify where reasonable adjustments may be required, in addition to being gathered for national statistics purposes
2. All information is kept secure with only authorised personnel having access to your records.

C RELATED POLICIES

COU-POL-001	Client records management	PPM-003
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D RELATED POLICY AND PROCEDURAL MANUALS

PPM-003	Course implementation	PPM-003
PPM-004	Client services	PPM-004

E RELATED INTERNAL DOCUMENTS

COU-DOC-001	Maintenance and security of client records	PPM-004
MAN-STU-001	Student manual	PPM-004

F RELATED EXTERNAL DOCUMENTS

ASQA:	<i>General Directions: Retention requirements for completed assessment items</i>	SL: CD-ROM
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