

## 1. POLICY STATEMENT

LET Training is committed to protecting an individual's right to privacy. LET Training acknowledges and takes seriously its responsibilities and obligations under the *Privacy Act, 1988 (Cth)* [as amended] and its associated Privacy Principles.

LET Training is therefore committed to complying with these mandates and principles and ensuring the privacy of information of all students and clients (including prospective students and clients), staff and stakeholders at all times.

## 2. PURPOSE

The purpose of this policy is to ensure:

- 2.1 LET Training operates lawfully and in full compliance at all times within the Federal and State legislative and regulatory framework.
- 2.2 LET Training collects personal and sensitive information lawfully and fairly, and stores, manages, uses and discloses it in full compliance with legislative provisions and principles.
- 2.3 The Privacy Principles established under the *Privacy Act 1988* (Cth) underpin all aspects of dealings of or by LET Training with personal and/or sensitive information.
- 2.4 All RTO staff are aware of and fulfil their responsibilities and obligations to stakeholders and the organisation in respect of information privacy.
- 2.5 All RTO staff are responsible at all times for the safeguarding of any confidential information obtained through and in consequence of acquittal of RTO duties.
- 2.6 No RTO staff member releases or divulges any stakeholder-related personal or sensitive information to a third party whatsoever, unless expressly authorised to do so.

## 3. DEFINITIONS

Term	Definition
<b>Personal Information</b>	Data identifying an individual (e.g., name, contact details).
<b>Sensitive Information</b>	Higher-risk data (e.g., health records, racial origin).
<b>Data Breach</b>	Unauthorised access/disclosure compromising privacy.
<b>USI (Unique Student Identifier)</b>	Mandatory identifier for VET students.

## 4. PROCEDURE

### 4.1 Collection of Information

LET Training, including all people employed by LET Training, collects and holds information lawfully and fairly for the primary purpose for which the information was collected.

In collecting information, LET Training will:

- Only collect information for lawful purposes related to its function.
- Only collect information that is necessary and by lawful means.
- Where possible only collect information that is provided by the individual to whom the information relates, collecting it in a way that is not personally intrusive.
- Where information is provided by another party, ensure that collection has been authorised by the individual concerned or by someone who is legally authorised to provide it on their behalf; and
- Notify the individual that information is being collected, either at the time of collection or as soon as practicable afterwards.

LET Training will advise individuals from whom information is collected:

- The purposes for collecting the information.
- Whether or not the collection is voluntary and any consequences for not providing it.
- How the information is to be held and the intended recipients.
- The names and addresses of any other parties or bodies used to collect information for and on behalf of LET Training.
- Parties who will have access to the information.
- How individuals can obtain access to their information, check it for accuracy, currency and completeness and make application for correction of it, as applicable.

### 4.2 Use and Management of Information

LET Training will manage information responsibly by:

- Taking reasonable steps to ensure that information held is relevant for the purpose for which it was collected, accurate, up-to-date and not misleading.
- Retaining information for no longer than is necessary, then disposing of it securely in accordance with methods approved by LET Training's CEO.
- Securely protecting it from loss or unauthorised access, use, disclosure or misuse, and from unauthorised modification.
- Taking reasonable steps to prevent its disclosure without authorisation.

### 4.3 Safeguarding Confidential Information

All RTO staff must complete an induction and acknowledgement of their responsibility for safeguarding confidential information attained through and in consequence of acquittal of RTO duties and comply with IT Security and Usage Policy.

Breaches will be referred immediately to LET Training's CEO for such disciplinary action as is deemed appropriate in the circumstances.

### 4.4 Disclosure of Information

LET Training will only disclose information where:

- Its disclosure has been consented to in writing by the individual to whom it relates; or
- Its disclosure is required by law and requested in an authorised written form.

LET Training's CEO is the sole RTO representative with responsibility for managing such requests to disclose information. In the absence of LET Training's CEO from the organisation at any point in time and for whatever reason, the responsibility transfers to a nominated representative of LET Training's CEO.

A student or client will request such disclosure must in writing by completion of the **Disclosure of Information Consent Form**, which details, under signature, what information is to be disclosed to whom.

### 4.5 Client Access to Records

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All students and clients have the right to obtain access to their information; to check it for accuracy, currency and completeness; and to make application for correction of it in writing, as applicable. To this end, LET Training will make all necessary arrangements for delivery of the requested information to the student or client for review.