

A TRAINING

Privacy Policy

Principles of Privacy

Our company, All Training Services Pty Ltd is trading as A Training and partners with a range of Registered Training Organisations to provide high quality training experiences.

Our privacy and confidentiality policy and procedures reflect the national and state privacy principles outlined below.

There are thirteen Australian Privacy Principles (APP) in the Commonwealth Privacy Act:

APP 1 — open and transparent management of personal information which means the management of personal information in an open and transparent way

APP 2 — anonymity and pseudonymity refer to allowing a person to be anonymous or provide a pseudonym if circumstances allow

APP 3 — collection of solicited personal information means only collecting personal information that is reasonably necessary to collect in relation to the activity or reason for collection

APP 4 — dealing with how to remove unsolicited personal information deals with information that was not necessary, but that was acquired in the course of collecting information or the activity

APP 5 — notification of the collection of personal information refers to advising the person from whom information is to be collected, what the information is, why it is collected, how it is protected, how it is used, required disclosure, how the owner of the information can access the information

APP 6 — use or disclosure of personal information deals with consent requirements, the use and disclosure allowed under the Act, including as directed by law

APP 7 — direct marketing relates to the collection and use of personal information in a direct marketing activity and required consent areas (links to the Do Not Call Register Act 2006 and Spam Act 2003)

APP 8 — cross-border disclosure of personal information deals with restrictions and allowances for disclosure across borders and protection from breach of the Act

APP 9 — adoption, use or disclosure of government related identifiers deals with access to personal information collected in adoption procedures. This also deals with the use of government identifiers.

APP 10 — quality of personal information meaning it is accurate, up-to-date and complete

APP 11 — security of personal information deals with the steps that must be taken by the collecting party to protect the personal information from unlawful access, change, disclosure and use, and when information can be destroyed

APP 12 — access to personal information concerns access to the personal information by the person whose information it is, request procedures and how to provide the access, and the instances when access can be lawfully denied

APP 13 — correction of personal information concerns the right of and process for an entity to request persons to update their personal information

Currently, all matters associated with this Act in the Commonwealth are dealt with by the Office of the Australian Information Commissioner www.oaic.gov.au

The Queensland Information Privacy Act refers to Eleven Information Privacy Principles (IPP). The IPPs reflect the APPs, and the laws of Queensland:

- IPP 1 — Collection of personal information (lawful and fair)
- IPP 2 — Collection of personal information (requested from individual)
- IPP 3 — Collection of personal information (relevance etc.)
- IPP 4 — Storage and security of personal information
- IPP 5 — Providing information about documents containing personal information
- IPP 6 — Access to documents containing personal information
- IPP 7 — Amendment of documents containing personal information
- IPP 8 — Checking of accuracy etc. of personal information
- IPP 9 — Use of personal information only for relevant purpose
- IPP 10 — Limits on use of personal information
- IPP 11 — Limits on disclosure

Relevant legislation includes the Commonwealth Privacy Act 1988 and the Information Privacy Act 2009 (Queensland). The Queensland Act is linked to the Rights to Information Act 2009 (Queensland).

Thank you for choosing A Training!

Version control and amendments record

Version	Date	Approved by	Amended by	Amendment
1.0	April 2016	Director	Director	First revision extracted from Student Handbook
1.1	January 2021	Director	Director	Updated All Training Services Pty Ltd trading as A Training