

12. Privacy Policy

Standards for Registered Training Organisations (RTOs) 2015:

Standard 8.5 – requires the RTO to comply with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations.

12.1 Objective – Policy Statement

Training Beyond 2000 Pty Ltd is committed to protecting employee and participant privacy and confidentiality in line with State and Commonwealth privacy legislation.

Training Beyond 2000 Pty Ltd will use the information collected only for the services that are provided. Training Beyond 2000 Pty Ltd will not disclose any information gathered about staff or stakeholders including participants to any third party without the written consent from the relevant affected party.

12.2 Application

All Training Beyond 2000 Pty Ltd staff, stakeholders including participants and aged care providers.

12.3 Context

The Privacy Act 1988 (Cth) regulates the requirement for agencies to manage personal information. The Australian Privacy Principles are the baseline privacy standards which Training Beyond 2000 Pty Ltd observes in the management of personal information. These principles cover how and when this personal information can be collected, how it should be used and disclosed, and storage and security. They also allow individuals to access that information and have it corrected if it is wrong.

12.4 Responsibilities

The Director, Training Beyond 2000 Pty Ltd is responsible for the effective implementation of this policy.

All staff need to be aware of their responsibility to comply with this policy.



12.5 Monitoring and Reporting

All staff are responsible for monitoring and evaluating the operation of this policy within their area of responsibility.

12.6 Contact

Carla Unicomb, Director Training Beyond 2000 Pty Ltd.

