



13. Privacy Procedure

13.1 Staff

Training Beyond 2000 Pty Ltd will collect personal information from staff in order to obtain the information required to meet employment, legal and taxation obligations.

Information collected includes general personal details and details about their qualifications, skills, experience and professional development.

13.2 Participants

Training Beyond 2000 Pty Ltd is required to collect personal information from participants in order to process enrolments and obtain the information required to provide suitable training and assessment services. Personal information will need to be passed onto various government agencies including: ASQA, NSW Department of Industry, Skills and Regional Development and the Commonwealth Department of Health. Where applicable, information may also be required to comply with AVETMISS Standards as specified by ASQA.

Information collected includes general personal details, Unique Student Identifier (USI), schooling and previous courses undertaken and may include details of any disability or health issue that may affect the participant's ability to undertake training and/or assessment activities.

Training Beyond 2000 Pty Ltd collects all personal information in writing from an enrolment form directly from the person whom the information is about.

We endeavor to ensure that the personal information we hold is accurate, complete and up to date. A participant may seek to update their personal information at any time by notifying the Director of Training Beyond 2000 Pty Ltd in writing.

Participants' personal information is stored at Training Beyond 2000 Pty Ltd in electronic format. We take all reasonable steps to protect personal information from misuse, loss and unauthorised access or disclosure including through the use of password access rights to computer records.



13.3 Use and Disclosure of Personal Information

Training Beyond 2000 Pty Ltd uses personal information of its staff for the purposes of meeting employment requirements including superannuation and taxation.

We use personal information provided by participants for the purposes of meeting VET requirements for the awarding of national qualifications.

Training Beyond 2000 Pty Ltd will use the information collected only for the services that are provided in meeting government reporting requirements and contractual obligations including to a participant's employer. We will not disclose any information gathered about participants to any third party without the written consent from the relevant affected party.

Personal information will not be used in any way other than specified in this policy and procedure.

