

Student Privacy Policy (ADM123)

Compliance Focus

Standards for Registered Training Organisations (RTO) 2025 – Compliance Requirements 20 (a), Privacy Act 1988 and the Australian Privacy Principles.

Our commitment to privacy

We are committed to ensuring your privacy in accordance with the Privacy Act 1988 and the Australian Privacy Principles. Any personal information collected by us will be with your knowledge and/or consent.

What is the purpose of our collection of personal information?

We collect your personal information for the primary purpose of providing training services to you. As the documents obtained upon completion of the course are legal documents, accurate personal details are required. When we collect personal information, all is stored in a secure location once received and it not given to any third party unless required for Nationally Accredited learning and permission is given by the participant.

PTSAT will ensure personal information is:

- accurately collected and securely stored;
- retained for the period for which it is valid and relevant;
- accessible to an individual that formally requests to have access to their own personal information and may apply to have it amended where it is inaccurate, incomplete, out-of-date or misleading;
- not disclosed to any third party without written consent except where required to be produced under a statutory provision such as a subpoena or search warrant, or in the event of an emergency; and
- disposed of in accordance with relevant government legislation.

In collecting, maintaining and providing access to participant records, the relevant Information Privacy Principles and/or Freedom of Information Act will be adhered to.

Information may be held electronically and/or hard-copy format, with access restricted to only those that are authorised and require access for the purpose of performing their duties.

Information collected may also be used for secondary purposes such as sending out evaluation surveys. Further, it may be necessary from time to time to provide relevant information to the national AVETMISS (The Australian Vocational Education and Training Management Information Statistical Standard) database.

Social Media Privacy Policy

During your relationship with PTSAT, we may take photos or video footage for the purposes of showcasing our services and programs and ask for you to please complete this form and return it to the staff member who is working with you.

Your consent is required for us to use photos, video footage or other personal displays on our website or in any of our publications including brochures, newsletters, posters or other resources.

Please complete the following details, sign accordingly and return to PTSAT

I _____ hereby give full permission and consent to PTSAT to use the images and information I have supplied for promotional purposes.

I understand that these may be used and reproduced in PTSAT print, electronic and web publications and for promotional and publicity purposes both in Australia and overseas.

Copyright will rest with the management of PTSAT and there will be no payment for the use of the image (photography or audio visual) or interview.

PTSAT will not use or allow another party to use the images and information for any further purpose without prior approval.

By signing this form, you agree to the above terms, including the sharing of photographs on media and social media streams.

Name: _____

Signature: _____

Date: _____

If Under 18, please get a parent/guardian to sign below

Name: _____

Signature: _____

Date: _____