

PRIVACY

The College is bound by the requirements of the Privacy Act. This means we require you to treat the personal information about your students and your colleagues confidentially.

We collect only the personal information we need to do our jobs - to provide education and assessment, to keep records as required by the Standards for Registered Training Organisations 2015 and to report our activity to the National Centre for Vocational Education Research (NCVER).

For other purposes, we do not collect, store or release personal information to any person or organisation without the written permission of the student or staff member. You cannot divulge any personal or attendance information to any other person or organisation without the written permission of the person concerned. Only those members of staff authorised to do so will have access to student information.

Student records held according to our AQTF responsibilities are kept as electronic records for 30 years.

UNAUTHORISED USE OF STUDENT INFORMATION

If you need a student's contact details in order to teach your course, tell the student why, and ask for the details in a way which respects confidentiality.

You are not permitted to ask for students' contact details for any other reason.

STUDENT ROLLS

Keep rolls securely. Never hand them out for students to complete

STUDENT ID FOR ACCREDITED COURSES

Teachers in accredited courses are required to check student ID and record document numbers. This information must be kept securely and returned to the Principal when complete. Never hand out these documents for students to complete

CONSENT TO RELEASE INFORMATION

Refer any requests for information about a student's attendance or progress to your Program Manager. We are not permitted to release any information, verbally or in writing, about a student without that student's written consent.