

	Reference Number	23.0
	Owner:	Principal School of Isolated and Distance Education RTO
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		Policy 23.0
SIDE RTO Privacy Policy School of Isolated and Distance Education RTO 52891		

1. Purpose

This policy explains how the School of Isolated and Distance Education RTO (**SIDE RTO**) collects, uses, discloses and otherwise handles personal information relating to students. It also explains how you can ask to access and correct the personal information we hold about you or complain about any suspected privacy breach.

***What this really means:** We understand that when you have an association with an RTO there are a lot of forms and personal details and forms to be filled out for this and that. We are still bound by law to ensure that your privacy is maintained and that only those departments who are able to use your data are allowed to and notified through the correct channels. This is a requirement to remain a registered training organisation.*

2. Scope

This policy covers all persons directly enquiring or participating in VET programs within SIDE RTO.

***What this really means:** This applies to every learner or any other person who provided any personal details at any stage to the SIDE RTO who enquires or enrolls with SIDE RTO.*

3. Definitions

Third Party	Partner with whom we have a signed agreement in place with and recorded with TAC
VET	Vocational Educational and Training
RTO	Registered Training Organisation
TAC	Training Accreditation Council (WA regulatory body)

4. Review and improvement

The RTO Manager or delegate is responsible for the review of this procedure annually.

***What this really means:** SIDE RTO reviews its policies each year.*

5. Procedure

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at www.privacy.gov.au.

This policy explains how SIDE RTO collects, uses, discloses and otherwise handles personal information relating to students. It also explains how you can ask to access and correct the personal information we hold about you or complain about any suspected privacy breach.

SIDE RTO is required to collect personal information only by lawful and fair means. Where possible we will collect personal information directly from you. We may collect personal information:

- a. from the information supplied by you to SIDE RTO;
- b. from course enrolment forms;
- c. in conversation and communication with you;
- d. from third parties with whom we partner;
- e. from other training information where we are required to do so by law.

Where SIDE RTO collects your personal information, SIDE RTO will take reasonable steps to notify you of:

- a. the purposes for which we are collecting the information;
- b. the third parties to whom we may disclose the information of that kind;
- c. how to access and correct personal information and make privacy complaints.

SIDE RTO will only collect sensitive information where it is reasonably necessary for our core functions or activities as a training provider. For example, we may collect:

- a. information about your employment status for appropriate allocation of course fees;
- b. information about dietary requirements for training catering;
- c. identification as Aboriginal or Torres Strait Islander for enrolment into qualifications that are on SIDE RTO's scope of registration as an RTO.

Where it is practical and lawful for us to do so, SIDE RTO will enable you to access our website and make general telephone enquiries without having to identify yourself or by using a pseudonym.

Version Control			
Version	Date	By who	Brief description
V1	18/06/2020	Jo Gooden	Initial release
V1.1	27/08/2020	Claire Hearn	Fixed formatting