
Purpose:	The purpose of this policy is to ensure that ACE Training has strict protocols for the collection and destruction of personal information in regards to relevant regulatory authority requirements.
Scope:	This policy applies to all ACE Training Staff responsible for processing, collecting and maintaining student and employee documents and personal information.
Responsibilities:	The CEO is ultimately accountable for adherence to this policy.
Standards:	These procedures contribute to compliance with clause 3.4, 8.1. This policy contributes to compliance with the Privacy Act 1998,
Procedure:	This policy is supported by the <i>Records Management Procedure</i> .
Tools:	This policy is supported by the Governance and Compliance Policy & Record Management Procedure.

Policy Statement

- a) Regarding privacy in the collection of student personal information, ACE Training will:
- i) comply with the requirements and privacy principles as set out by the Privacy Act 1998 legislation and any state-based regulations in which it operates;
 - ii) ensure that all personal information collected from prospective and enrolled students be kept confidential, secure, and only used for the purposes of providing training services;
 - iii) ensure that individuals can request their personal information;
 - iv) ensure that individuals can make complaints if they feel their personal information has been mishandled;
 - v) ensure that individuals provide their consent and permission for Unique Student Identifier (USI) verification or application on their behalf, with the Student Identifiers Registrar;
 - vi) only provide to the Australian Government designated reporting authorities such as ASQA or state training authorities personal information regarding students, their enrolment, their progress, and their learning outcomes;
 - vii) only provide the relevant information including but not limited to; full name, date of birth, address and learning outcomes to the following third parties
 - i. VicRoads for all Heavy Vehicle licensing applications
 - ii. WorkSafe Victoria for all High Risk Licence applications
 - iii. WorkSafe Victoria for all Construction Induction applications
 - iv. Energy Safe Victoria for all Spotters applications
 - viii) seek individual's prior consent and permission prior to personal information disclosure beyond item (vi & vii) above; and
 - ix) ensure that any electronic marketing materials or distribution lists allow individuals the permission rights to opt out of future marketing materials.
- b) Regarding privacy in the collection of employee personal information, ACE Training will:
- i) comply with the requirements and privacy principles as set out by the Privacy Act 1998 legislation and any state-based regulations in which it operates;
 - ii) ensure that all personal information collected from prospective and current employees is kept confidential and secure;
 - iii) ensure that employees can request their personal information;

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- iv) ensure that employees can make complaints if they feel their personal information has been mishandled
 - v) only provide to the Australian Government designated reporting authorities such as ASQA or state training authorities personal information regarding employees, their qualifications, and any additional information required upon request;
 - vi) only provide the relevant information including but not limited to; full name, date of birth, address, qualifications and employment history to the following third parties during an audit;
 - i. VicRoads
 - ii. WorkSafe Victoria
 - iii. Energy Safe Victoria
 - vii) seek individual's prior consent and permission prior to personal information disclosure beyond item (v & vi) above.
- c) Regarding archiving and destruction of student records ACE Training will:
- i) ensure that all training material and personal information collected from enrolled students is stored securely and destroyed according to the regulatory requirements;
 - i. ASQA, student hard copy records are retained for a period of 6 months
 - ii. DET Skills First, student hard copy records are retained for a period of 3 years from the time of completion or withdrawal
 - iii. VicRoads, student files are retained for a period of 6 months.
 - iv. WorkSafe, student files are retained for a period of seven years.
 - ii) Once the retention period is reached, ACE Training will;
 - i. for AQSA, DET Skills First, and WorkSafe; files are destroyed by the DocShop secure shredding service.
 - ii. for VicRoads; The files are returned to VicRoads Record Management Team where they are archived. Please refer to the *Records Management Procedure* for further details.

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