



## About this Privacy Policy

This Privacy Policy applies to the collection, use and disclosure of personal information by C4Urself Training Pty Ltd T/A Unique Training Providers. In this policy, 'UTP' refers to C4Urself Training Pty Ltd T/A Unique Training Providers and "you" refers to any person about whom we collect personal information.

## Privacy Policy

C4URSELF TRAINING PTY LTD T/A UNIQUE TRAINING PROVIDERS (UTP) respects the importance of securing any form of personal information which is collected from the student(s) and/or other Stakeholders. Information collected from students is only utilised for the purpose of gathering information on the student as part of their enrolment, training, assessment, and certification process.

UTP has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing UTP against the Standards for RTO's. No student files will be removed from UTP's site unless a student is notified beforehand.

UTP promotes and conducts the following policy in accordance with the Privacy Amendment (enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>

## **What Personal information do we collect?**

When you enrol into any of our courses, UTP will collect and hold personal information about you, such as your name, address, phone number, email address, date of birth, photo identification, USI and emergency contact details.

Other information we may collect, and hold could include: Workplace details, your licence or certificate number, previous educational results, details of the services we provide to you or that you have enquired about and any information that may be required in order to facilitate your dealings with us.

## **Purpose of information which will be collected**

UTP collects information for training purposes and compliance under the Data Provision Requirements 2020 to ensure quality service is given to its students in an open and transparent way.

## **How information is gathered**

This information is collected for training & statistical purposes as required by the Government & regulating bodies. UTP gathers such information through the Enrolment Form which includes AVETMISS data requirements and feedback forms.

## **Anonymity and Pseudonymity**

Should the student and/or stakeholder choose to remain anonymous or use a pseudonym the individual has the right when it is lawful and practicable to do so.

In the case of enrolling into a nationally recognised qualification, all students must use the identity details on their photo ID which will be verified by UTP.

## **Personal information other than sensitive information**

UTP will only collect personal information that is reasonably necessary for one or more of their functions or activities.

## **Sensitive information**

Personal information about you which is considered sensitive information could include: information about whether you identify as Aboriginal or Torres Strait Islander; information which may disclose your racial or ethnic origin (such as languages spoken other than English); information about your health or a disability where this is relevant to

accommodating your needs. UTP may collect this information with the consent of the individual or authorised by or under Australian Law.

### **Dealing with unsolicited personal information**

Should UTP receive personal information but has not solicited such information, they will determine as soon as practicable and lawful to do so if the information should be destroyed or ensure the information is de-identified. UTP will also, within a reasonable period after receiving the information, determine whether it could have been collected under Australian Privacy Principles.

### **Notification of the collection of personal information**

At or before the time, or if that is not practicable as soon as practicable after, UTP collects personal information about an individual, such steps will be taken to inform the individual:

The identity of UTP and contact details

If UTP collects or has collected person details from someone other than the individual

If the collection of personal information is required or authorised by or under and Australian law or a court/tribunal order.

The purpose for which UTP has collected the information

The consequences (if any) for the individual if all or some of the personal information is not collected by UTP

Whom UTP discloses the personal information to

How the individual may access the personal information and seek correction of such information: Please refer to Access to Records Policy and Procedure

How the individual may complain due to any form of breach: Please refer to our Complaints and Appeals Policies & Procedures

### **Use or disclosure of personal information**

UTP will ensure and promote to its staff that disclosure of personal information for another purpose such as direct marketing, public relations and relationship building is prohibited unless the individual has consented to the use of disclosing information.

Where State or Commonwealth funding supports training, we are obliged to submit personal and progress details for research, statistical analysis, program evaluation, post

completion survey and internal management purposes to the relevant Government agencies.

### **Direct marketing**

UTP will not use or disclose personal information for the purpose of direct marketing unless consent is made by the individual.

This includes sharing your personal details with another organisation unless it is a government department.

### **Cross border disclosure of personal information**

UTP will only transfer personal information to an individual or someone overseas if;

The receipt of the information is subject of law

UTP believes that the disclosure of the information is reasonably necessary for one or more enforcement activities.

### **Adoption, use or disclosure of government related identifiers**

UTP will not adopt a government related identifier of an individual as its own identifier of the individual unless required or authorised by or under an Australian law or a court/tribunal order; if:

The identifier is prescribed by the regulations

The organisation is prescribed by the regulations

The adoption, use or disclosure occurs in the circumstances prescribed by the regulations

In this case of Traineeships and Apprenticeships, students will be issued with a Training Contract Identification Number (TCID), which will be used for identification with the relevant government department.

In the case of the Unique Student Identifier (USI) all students will be required to produce this number prior to enrolment.

### **Quality of personal information**

All personal information collected by UTP must be accurate, up to date, complete and relevant.

## **Security of personal information**

UTP maintains personal information about you in paper-based and electronic records and systems. Personal information may be collected in paper-based documents and converted to electronic form for storage. Original paper-based documents are then either archived or securely destroyed.

Information held in electronic form is securely maintained in a student database. UTP uses physical security, password protection and other measures to ensure that personal information stored is protected from misuse, interference and loss, and from unauthorised access, modification and disclosure.

## **Access to personal information**

All students have the right to gain access to information on request that falls within the definition of personal information. Should the information be withheld from the individual, UTP should provide reason why access will not be made available within lawful reasons.

## **USI (Unique Student Identifier)**

Your Unique Student Identifier (USI) account contains personal information, contact details and access to your training records and results (transcript). The USI Registry System has been designed to keep this information safe and secure and is only accessed by those organisations listed in the terms and conditions.

The USI Registry System also allows you to choose which training organisations can see this information and when.

## **Changes to this Privacy Policy**

UTP may amend this Privacy Policy from time to time, with or without notice to you. It is recommended that you visit this website regularly to keep up to date with any changes.

Contact us:

Ph: 0248 721 495

Email: [info@uniquetrainingproviders.com.au](mailto:info@uniquetrainingproviders.com.au)

Post: P.O Box 192, Mittagong NSW 2575

RTO: 91585