



Privacy Policy

Purpose

To ensure Infront Training Pty Ltd manages and maintains the privacy and security of personal information provided by staff, clients, potential clients and participants. We will respect the confidentiality of personal information and take reasonable steps to protect personal information held from misuse and loss and from unauthorised access, modification or disclosure.

Scope

This policy describes how Infront Training Pty Ltd is required to comply to the Australian Privacy Principles ('APPs') contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988 (Cth) ('Privacy Act'). The APPs set out the obligations of an organisation in relation to its collection, storage, use and disclosure of personal information.

In summary, 'personal information' is information or an opinion relating to an individual which identifies or can be used to identify, that individual.

Procedure

Data Collection Purposes

We collect personal information for the following primary purposes:

- To provide training and assessment services
- Communicate with students and staff whilst enrolled or in the future for Marketing new products and services deemed suitable to our client's career path

We collect personal information by way of forms, email enquiries, business cards, meetings and telephone conversations. Infront Training Pty Ltd will only collect personal information by fair and lawful means.

Information collected used and disclosed may include:

- a) Name
- b) Address
- c) Contact details (telephone and email)
- d) Date of Birth
- e) Gender
- f) Occupation
- g) Country of birth
- h) Language spoken at home
- i) Level of English spoken
- j) Disability information

Document Name: Privacy Policy
Revision: 2.0
Revision Date: 27-03-2014
Review Date: 30-09-2014

Created By: NOVACORE
Approved By: -
Document Location: NovaCore CMS\SNR\Policies\



- k) Highest secondary schooling completed
- l) Other qualifications completed
- m) Current employment status
- n) Indigenous Status

Refer to our Terms and Conditions and acceptance of same.

Use and Disclosure

The information collected for the purpose disclosed at the time of collection will not be used for any other purpose without first obtaining consent from the client or participant, unless authorised or required by law.

We will only use and disclose personal information to:

- a) Establish and maintain client and participant relationships
- b) Provide the products and services as required by the client and participant
- c) Administer and manage those products and services
- d) Offer promotional products and services that are aligned to education and training and your career path eg Pathways to Higher Education.

Agents, Contractors and Other Third Parties

Our agents, contractors and other third parties, who require personal information to provide a legitimate service, are also bound by these terms of privacy to ensure that client and participant personal information remains protected at all times.

Use of Internet

The internet may be used to transmit client and participants personal information from delivery sites to other sites. Security of data transmitted we have taken all reasonable steps to protect and secure personal information when using the internet.

Data Quality

We will ensure that personal information is accurate, complete and up to date. Clients and participants are encouraged to help us keep their personal information accurate, complete and up to date by contacting and informing us of any changes.

Access to Records

Client and participant personal information is available through the Director or Chief Education Officer via submission of an Access Authorisation Form. Access to personal information will be controlled at all times, and will only be provided if written consent is obtained by the client or participant or is required to be disclosed by law.

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Depending on the nature of the request, we will endeavour to respond within five (5) working days.

Privacy Concerns

Clients are able to raise any concerns they may have regarding personal information handling practices by contacting our Chief Education Officer at info@infront-training.com.au

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