1. Purpose
This policy outlines how BCA National Training Group Pty Ltd (BCA National) collects, uses, stores personal information and will ensure that the rules regarding privacy are applied consistently across the organisation.

2. Policy Statement
During the course of its business, BCA National may collect and store information in varying formats from stakeholders. Stakeholders may be defined as students, job applicants, staff members, contractors, businesses and other entities in contact with BCA National during the course of its operations.

BCA National will comply with the requirements of the Privacy Act 1988 including the National Privacy Principals (Schedule 3). In accordance with the National Privacy Principals any information collected and stored will be directly relevant to the operation of BCA National and will only be used for such purposes.

2.1 Disclosure of Information
BCA National will not disclose an individual’s personal information to another person or organisation unless:

a) the individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;
b) the individual concerned has given written consent to the disclosure;
c) BCA National believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
d) the disclosure is required or authorised by or under law; or
e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, BCA National shall include in the record containing that information a note of the disclosure.

Student records and personal data will be disclosed to the government and or their agencies to satisfy the reporting requirements of BCA National as a registered training organisation.

Any person or organisation to which personal information is disclosed as described in this policy will be required to not use or disclose the information for a purpose other than the purpose for which the information was supplied to them.

2.2 Data security
BCA National will take all reasonable steps to ensure data security and integrity is protected against theft, unauthorised access/modification or other misuse. Electronic records are only accessible to authorised users. Hard copy files are locked and access will only be granted to authorised persons.
2.3 Access to records

Stakeholders have the right to access or obtain a copy of their personal information held by BCA National. All requests must be made in writing. There is no charge for an individual to access personal information that BCA National holds about them; however BCA National may charge a fee to make a copy.

Individuals will be advised how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request. If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made. Where an individual requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record.

Written requests for access to, or to obtain a copy of, personal information held by BCA National should be sent to: Chief Operations Officer
BCA National Training Group
PO Box 568
Pyrmont, NSW, 2009

Students are able to access their academic and personal records through the Learner Management System to which a login and password is generated at the time of enrolment. Students are able to amend personal information such as change of address.

3. VET FEE HELP

Additional information may need to be collected and held for students who apply for VET FEE HELP. This information will be held and provided the government department administering VET FEE HELP, to assess the applicants’ entitlement and to allocate a Commonwealth Higher Education Student Support Number (CHESSN).

In collecting personal information BCA National will comply with the requirements of Schedule 1A of the Higher Education Support Act 2003, the Vet Provider Guidelines.

4. Legislation

Legislation which applies to this policy

1. National Vocational Education and Training Regulator Act 2011
2. Privacy Act 1988

5. Responsibility

- All Staff
- Chief Operations Officer

<table>
<thead>
<tr>
<th>Policy author</th>
<th>Justine Steward</th>
<th>Date: 09/04/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by</td>
<td>Bruce Callaghan</td>
<td></td>
</tr>
<tr>
<td>Approver signature</td>
<td></td>
<td>Date:10/04/2015</td>
</tr>
<tr>
<td>Entered in policy register by</td>
<td>Angela De Guzman</td>
<td>Date: 30/06/2015</td>
</tr>
</tbody>
</table>