

ABC Training and Consulting collects personal information in its capacity to provide Vocational Education and Training. The company is committed to protecting the privacy of the personal information it collects and receives and is bound by the provisions of the current Privacy Act including Privacy Principles. We are also required to assure the integrity, accuracy and currency of personal information in accordance with the current VET Framework.

Generally we will only use personal information for the primary purposes for which it is collected. Information may also be shared with state and territory governments and other Australian Government authorities in accordance with the information sharing provisions contained in the National Vocational Education and Training Regulator Act.

The personal information we collect includes (but is not limited to):

- your name
- date of birth
- home address and telephone number
- email address
- the status of your employment
- academic qualifications
- place of birth and languages spoken
- any medical conditions or disabilities
- unique student identification number (USI)
- information related to educational government payments or support

This information is generally collected at enrolment by way of electronic enrolment form however some preliminary information may be gathered earlier as part of the training enquiry process. All information that is collected has been deemed necessary for the provision of training, ascertaining funding eligibility and compliance and / or statistical information required under Australian law.

During the enrolment process students are asked for their consent of photos and / or video being captured during training and assessment activities for the purposes of evidence retention. If a student wishes to decline this request their trainer will not collect evidence in this manner.

In addition to enrolment information students and employers are periodically surveyed to ascertain satisfaction levels. Participation in surveys is optional and all responses are kept confidential.

ABC Training and Consulting will not disclose personal information to any third-party marketing agency without the consent of the student / client to the use or disclosure of such information.

ABC Training and Consulting maintain appropriate security provisions and data encryption technology where appropriate. Only authorised personnel have access to student / client personal information and storage systems / records are password protected. Once information is no longer required due care is taken to destroy information in a confidential manner.

Individuals have a right to request access to the personal information that ABC Training and Consulting holds about them and to request its correction if need be. Requests for access should be emailed to info@abconsulting.edu.au