

31. AOT Privacy Policy

Policy Name:	AOT Privacy Policy		
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Authorising Officer:	Chief Executive Officer		
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Formal Review Date:	17/08/2019		
Related Legislation & Guidelines	Standards for Registered Training Organisations (RTOs) 2015 Privacy Act 1988 Privacy Amendment (Enhancing Privacy Protection) Act (Cth) 2012 Australian Privacy Principles (APP) Guidelines Spam Act (Cth) 2003 Do Not Call Register Act (Cth) 2006 Telemarketing and Research Calls Industry Standard 2007 Copyright Act (Cth) 1968 The Copyright Amendment (Online Infringement) Act 2015 Copyright Amendment Act 2006 National VET Data Policy National Vocational Education and Training Regulator Act 2011 Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for VET providers		
Scope	Course Type	ALL	
Version Updates	Version 1	Updates to formatting and document code	26/02/2016
	Version 2	Update	20/05/2016
	Version 3	Updated	17/08/2018
Communication: AOT's policies, procedures and guidelines are saved in PolicyDoc (cloud based document management system) which is accessible by all relevant staff. Updates are communicated to staff through our knowledge management system. Updates are communicated to students via announcements in our Learning Management System.			

1. Purpose

Accredited Online Training (AOT) takes seriously the importance of privacy in regards to the confidentiality of information provided to AOT. This policy reflects the requirements of privacy and electronic legalisation and adheres to the Commonwealth Government Privacy Act 1988 and the Office of the Information Commissioner (OAIC) guidelines for the Australian Privacy Principles.

2. Policy

Privacy and confidentiality is ensured throughout all AOT operational practice in accordance with legislative requirements.

2.1 AOT will keep all records for compliance with the Standards for Registered Training Organisations (RTO's) 2015. Please refer to the Records Management Policy. All student records are securely maintained and controlled with limited access.

2.2 Identification will be sought from all students prior to:

- conducting any virtual classroom assessment,
- telephone inquiry,
- request for copy of testamur or Statement of Attainment (SOA),
- release of information,
- change of personal details, and
- any other action which results in disclosure.

2.3 A written release is required from the student prior to the dissemination of any information, unless required to by law, to:

- an employer,
- parent or guardian (if student is over 18 years of age),
- any third party on seller that may have referred the enrolment,
- other RTO's or interested parties who request a copy of a testamur or SOA.

2.4 AOT will not make available or sell their client list or student data base to any other party unless required to by law.

2.5 All employees, contractors, and third party's records and documents are securely maintained and controlled with limited access. This information is not made available to others, internal or external unless required by law or written permission is provided by the employee or contractor.

2. Related Forms and Documents

AOT's Document Register outlines all the forms and documents that relate to this policy. The Document Register is saved within PolicyDoc and is accessible by all relevant staff.

3. Quality and Continuous Improvement

All policies, procedures and processes are reviewed on an annual basis. This policy will be formally reviewed on the date set out in the version control table at the beginning of this document.

AOT reserves the right to review and update policies, procedures and processes at any time outside of the formal review cycle, as required by:

- a) changes in regulatory, statutory, or contractual obligations,
- b) results of internal quality assurance processes,
- c) feedback received from staff.

Any recommendations to improve this document must be submitted to ceo@aot.edu.au.