

Privacy Policy:

- Training Unlimited respects our students' right to privacy.
- Any personal information provided to us will be held in confidence.
- This policy outlines how Training Unlimited handles personal and health information in accordance with the Information Privacy Act 2000.
- The Policy applies to all personal and health information provided to Training Unlimited and information about individuals obtained from other sources.

Collection of Information:

We will only collect what information is necessary for us to provide an efficient and satisfactory service. This information will be used for statistical analysis required by the Office of Training and Tertiary Education.

Consent to use information for any other purpose will be sought.

We will advise students if we collect information from other sources.

Use of Information:

The information students provide will primarily only be used for administration of our training. We are obliged to pass on information to Government agencies when legally requested but in general this is used only as a measure of Training Unlimited's compliance, efficiency and effectiveness.

Data Quality:

We take steps to ensure information held by Training Unlimited about students is accurate and up to date. We encourage students to notify us of any inaccurate information so that it can be corrected.

Access to Data:

Students may review personal data held by us at anytime by contacting the Managing Director.

Security of Data:

We make every effort to see that personal data remains secure. Information or data is restricted to those who need to know and distribution of information is kept to a minimum.

Unique Identifiers:

Training Unlimited uses unique identifiers in its Student Administration. These systems are designed to provide security of student information.

Transborder Data Flow:

Generally we will not transfer personal information outside of Victoria without your consent.

Sensitive Information:

We will not collect any sensitive information about students except where directed for a specific purpose. Sensitive information is information relating to: ethnic background, religion, political views, sexual preference and criminal records.

Anonymity:

Training Unlimited respects everyone's right to anonymity except in circumstances where it is necessary for you to provide us with your identity.

Openness:

We are completely open with what we do with personal information and this is communicated by way of this Information Privacy Policy.