



Plumpton Training Services

RTO Provider # 31600

ABN 97 011 029 986

PO Box 5626
Mackay Mail Centre
Queensland 4741
Phone: (07) 49510041
Email: training@plumptongroup.com
Website: www.plumptongroup.com

Privacy and Confidentiality

PURPOSE

This policy explains how Plumpton Training Services protects and manages privacy of staff, clients and customers.

SCOPE

This Policy applies to all students enrolled with Plumpton Training Services Pty Ltd, as well managers, workers and contractors of PTS.

POLICY

Plumpton Training Services will only collect information that is relevant to the purpose of providing quality feedback and industry consultation for operational purposes.

All information is retained under the guidelines of the Records Maintenance Policy (copies are available in both training facilities) and except as required under the Standards for RTO's, Government Contracts or by law, student information can only be released with their written consent.

Training records are kept accurately, stored securely and destroyed when it is no longer needed as per policy requirements. The Student Identifiers Registrar (we, our, us, the Registrar) recognises the importance of protecting your privacy and personal information. The Registrar is an 'APP entity' bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth) (the Privacy Act), which regulates how agencies collect, use, disclose and store personal information, including sensitive information, and how individuals may access and correct records containing their personal information. We respect your rights to privacy under the Privacy Act and we comply with all the Privacy Act's requirements in respect of the collection and management of your personal information.

Please refer to the Student Identifiers Registrars Privacy Policy. This document is our privacy policy and it tells you how we collect, use, store and disclose your personal information and the way in which you can access and correct your personal information.