60. Privacy, Confidentiality & Information Management Policy

Purpose

To ensure I4BLD TRAINING collects, stores, uses, discloses, retains and disposes of personal information in accordance with the Privacy Act 1988, Australian Privacy Principles (APPs), Student Identifiers Act 2014, Standards for RTOs 2025 and other applicable legislation.

Scope

Applies to all staff, contractors, learners, third parties and all personal information held by I4BLD TRAINING.

Legislative Framework

- Privacy Act 1988 (Cth)
- Australian Privacy Principles (APPs)
- Student Identifiers Act 2014
- Standards for RTOs 2025
- National VET Data Policy

Policy

- Collect only information necessary for enrolment, training, assessment and regulatory reporting.
- Obtain consent where required.
- Protect information against unauthorised access, loss or disclosure.
- Provide access and correction rights.
- Retain and dispose of records in accordance with legislative requirements.

Procedures

- Provide a privacy collection notice before collecting personal information.
- Verify identity where required.
- Restrict access using role-based permissions.
- Report and investigate suspected privacy breaches.
- Review privacy compliance through internal audits annually.

Records

- Privacy Register
- Data Breach Register
- Consent Forms
- Information Release Authorities