



PRIVACY NOTICE

Performance Training Pty Limited as an RTO is bound by privacy legislation and guidelines. Performance Training Pty Limited has adopted the following Privacy Principles as the foundation for all staff working within the structure of this organisation. The Principles regulate the management of personal information and cover how and when personal information can be collected, used, stored and what security measures must be taken.

- **Collection** - The information must be necessary for the work being undertaken and collected fairly and lawfully. This includes the collection of resumes, certificates and other learning material. Performance Training Pty Limited staff must take steps to ensure that the information that they are collecting is from the authorised person, relevant and complete as well as inform individuals as to why they are collecting this information. This information must not be collected in an unreasonable or intrusive manner.
- **Storage and security** - Personal information must be stored securely to prevent its loss or misuse. Paper files are to be stored in a lockable filing cabinet in line with the Records Management procedures.
- **Access and amendment** - Performance Training Pty Limited must only allow authorised RTO personnel to access and/or amend personal information. This can be in line with training, assessment, and validation, moderation and/or audit (internal or external) of this information.
- **Use** - Performance Training Pty Limited must keep training related information for the total period of 30 years (or as directed by the relevant statutory body), either electronically or in a structured paper (file) based system.
- **Disclosure** - Performance Training Pty Limited will not disclose personal information to anyone without an individual's written consent.