

PRIVACY AND DATA PROTECTION POLICY AND PROCEDURE

Who is responsible	The director/senior trainer and training coordinator are responsible for ensuring that this process is followed.
When	Personal information is collected or held by Asbestos & You in the delivery of vocational education and training (VET) services
Policy	<p>This policy outlines how Asbestos & You collects, uses, stores, discloses, and protects personal information in accordance with the Privacy Act 1988 (Cth), including the Australian Privacy Principles (APPs), and relevant state/territory laws.</p> <p>Asbestos & You is committed to protecting the privacy of personal information and handling it responsibly in accordance with legislative and regulatory requirements.</p> <p>Personal and sensitive information is only collected when necessary and is managed securely and transparently.</p>
Procedure	<p>Asbestos & You will only collect information that is directly related to its activities (e.g. enrolment, training, assessment, compliance).</p> <p>Information will only be collected by lawful and fair means.</p> <p>Individuals will be informed as to why their information is collected, how it will be used, and who it may be shared with.</p> <p>Examples of collected information are:</p> <ul style="list-style-type: none"> • Name, contact details and date of birth • Unique Student Identifier (USI) • Citizenship, language, or cultural background • Course progress, assessments, and outcomes • Emergency contact details • Health or disability information (where required for support or safety) <p>All personal information is only used or disclosed for the primary purpose it was collected for, but also for the following:</p> <ul style="list-style-type: none"> • Secondary purposes directly related to that purpose (e.g., reporting to government agencies) • where authorised or required by law. <p>The following areas is where information may be disclosed to:</p> <ul style="list-style-type: none"> • Government bodies such as ASQA, NCVER, the Department of Education • Employers (with student consent) • Third-party service providers bound by privacy obligations (with student consent) <p>Asbestos & You ensures all records are stored securely in both physical and electronic formats and access is restricted to authorised staff only. Physical files are locked and protected, and any digital records are stored in secure, password-protected systems with regular backups.</p> <p>In line with legislative requirements, student assessment records are retained for 2 years after completion. Certification documentation is retained for 30 years, and any unnecessary or outdated records are securely destroyed in accordance with records disposal guidelines.</p> <p>In the event of a suspected data breach the compliance officer will investigate and assess the risk. If required, the incident will be reported to the Office of the Australian Information Commissioner (OAIC) and affected individuals will be notified promptly.</p> <p>All staff are required to maintain the confidentiality of student records and only access personal data required for their duties. All staff are required to report any suspected breach of privacy to the compliance manager immediately.</p>