

PWT – Privacy Policy

The Commonwealth Privacy Act 1988 requires companies to comply with the National Privacy Principles. Polyweld Tech Academy is committed to the Australian Privacy Legislation in the way it collects, uses, secures, and discloses personal information.

We will not disclose any information that we gather about our staff or clients to any third party. We use the information collected only for the services we provide. No staff or client information is shared with another organisation. If staff, participant, or client information is required by a third party, we will obtain written consent from the relevant staff, participant or client prior to release of any information.

The only exclusion to this is any requirement to provide information to the VET regulator or their agents as a part of Polyweld Tech Academy's requirements to demonstrate compliance with the VET Quality Framework.

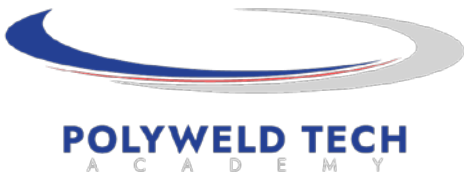
To provide training and assessment services, Polyweld Tech Academy needs to collect personal information when a participant/learner enrolls in a course/qualification that Polyweld Tech Academy is providing. **It is a requirement that this information is reported to state/territory registering bodies under the requirements of the Australia Vocational Education and Training Management Information Statistical Standards (AVETMISS). Information collected is as follows:**

- Name
- Address
- Contact details (telephone)
- Date of birth
- Gender
- Country of birth
- Language spoken at home
- Level of English spoken
- Disability information
- Highest secondary schooling completed
- Other qualifications completed
- Current employment status
- Indigenous status.

Polyweld Tech Academy only collects personal information by fair and lawful means and not in an unreasonably intrusive manner.

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Generally, Polyweld Tech Academy will only use and disclose personal information:

- To establish and maintain your relationship as a customer of Polyweld Tech Academy
- To provide the products and services you have requested from Polyweld Tech Academy
- To administer and manage those products and services,
- To report to state/territory registering bodies in relation to training services provided.

Polyweld Tech Academy may use the internet to transmit participants and client's personal information from delivery sites to other sites within the organisation and also to transmit details to state registering bodies.

State and territory registering bodies manage the security of data transmitted to them.

Polyweld Tech Academy has taken all reasonable steps to protect the security of personal information when using the Internet but is aware that no transmission of information by email or to a registering body's website is ever totally secure.

Access to participant's personal information is available on application in writing to the General Manager. Access to personal information will be always controlled.

Participants and clients can raise any concerns they may have regarding the handling practices of personal information by either discussing concerns where the course is being delivered or by contacting Polyweld Tech Academy's administration.

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