

Privacy Policy

Far North Training and Consultancy will comply with all legislative requirements including the Privacy Act 1998 (Cth), Australian Privacy Principles (APP) (2014) and the Privacy Amendment Act 2012.

Far North Training and Consultancy is a registered RTO and is required to submit data sourced from enrolment forms to the national VET administrative collection as a regulatory reporting requirement. The information contained on the enrolment form may be used by Far North Training & Consultancy or the following third parties for administrative, regulatory and/or research purposes:

- School - if students are a secondary student undertaking VET, including a school based apprenticeship or traineeship.
- Employer - if student is enrolled in training paid by their employer.
- Government departments and authorised agencies.
- Researchers.

Where State or Commonwealth funding supports training we are obliged to submit your enrolment details for statistical purposes. The information we collect from you is protected. Personal student files will only contain information pertinent to the student’s training program.

Students are also required to provide a USI for all accredited training. Students should read and understand the USI privacy statement. <https://www.usi.gov.au/about/privacy-and-unique-student-identifier>

If you do not supply us a USI, we are unable to provide you with any AQF documentation certifying your achievements; for example a Statement of Attainment or a Certificate qualification.

Far North Training and Consultancy considers student privacy to be of the utmost importance. Far North Training and Consultancy will take all reasonable steps to ensure that the personal information we hold is not lost, misused, or inadvertently provided to unauthorised third parties.

| | | | | |
|---|---------------------------|--------------------|-------------------|-----|
| Document name | Policy 11_ Privacy Policy | | Version no | 2.1 |
| Issue date | September 2016 | Review date | September 2017 | |
| <i>Document control management – Uncontrolled when printed</i> | | | | |

Opting in and out

When you supply Far North Training & Consultancy with your email address, Far North Training and Consultancy may contact you to provide information and updates in the form of a newsletter or reminder email alerting you to update your training. You will be given the opportunity to opt out from receiving further communications from us in accordance with this policy each time we send you information for which you have opted in. This comes in the form of an 'unsubscribe' link, generally in the footer and/or header of each email.

Gaining access to your information

You have the right (excluding exceptions outlined in the Privacy Act) to seek access to and update or correct the personal information we hold about you. If you make an access request, we will ask you to verify your identity.

When you submit content to us for publication (including but not limited to comments, testimonials, or forum posts) you assign Far North Training & Consultancy the right to publish and/or commercially use this content without limitation. Content submitted by you for publication may be disclosed to all visitors of our website, at our discretion. Images and photos need to be explicitly consented to through a media release (Authority to Publish form) and will not be used unless such a release is obtained prior to the use of any images.

If you find your personal information published on our website without your consent, please contact us immediately.

| | | | | |
|---|---------------------------|--------------------|-------------------|-----|
| Document name | Policy 11_ Privacy Policy | | Version no | 2.1 |
| Issue date | September 2016 | Review date | September 2017 | |
| <i>Document control management – Uncontrolled when printed</i> | | | | |