

## **RTO- Privacy Policy (P33)**

### **Purpose**

The Australian Institute of Flexible Learning (AIFL) value's your privacy as much as you do. As a result the AIFL has adopted the following Privacy Policy, which is applicable to all information that you provide the AIFL, whether the information is provided through AIFL's World Wide Web Site or through other means.

The AIFL is committed to providing high quality flexible learning within a secure and confidential online environment.

### **Scope**

This policy relates to all information produced by or collected by the AIFL

### **10 National Privacy Principles**

The AIFL follows the Federal Governments 10 national privacy principles that are derived from the Privacy Act 1998 (and the 2000 Amendment to the Act). The 10 National Privacy Principles are located at: [www.privacy.gov.au/publications/npps01.html](http://www.privacy.gov.au/publications/npps01.html)

### **What information do we collect from you?**

The information we collect from you will be dependant upon the functions that you use within the AIFL website. We will not collect any information, which individually identifies you unless you knowingly provide it to us.

The AIFL must, however, collect personal information as part of your application process for Recognition of Prior Learning or Flexible Learning, this information may be of a personal nature and can include details of educational background, employment history and current employment status and language, literacy and numeracy skills. The purpose of this information is to allow the staff of AIFL to develop effective training and assessment programs, according to the needs of each individual.

Any personal information you supply will be used only in accordance with this Privacy Statement. If you browse on the Site, read or download information, our system will record the date and time of your visit, the pages viewed and any downloads.

The personal information gained during the enrolment process will not be used for marketing purposes.

### **What do we use this information for?**

Primarily we use your information to provide you with the services available to you through the AIFL.

The purpose of collecting personal information during the e-recognition and or enrolment process is to allow the staff of the AIFL to develop effective training and assessment programs, according to the needs of each individual. This will enable you to either RPL your qualification or enrol and obtain your qualification.

### **How do we store your information?**

The AIFL is required to keep your records for compliance with the AQTF standards. These records are kept for 30 years, in fireproof safes and in an electronic database. Access to these records is strictly controlled.

### **With whom do we share your information?**

We will not sell, share, rent or otherwise provide personal information to others, including people in your workplace, spouses or parents, without your written consent.

### **How do cookies work within the site?**

The AIFL uses cookies for the operation of its Learning Management System (LMS). A cookie is a small file that is held on your computer, for the purpose of recording information about the pages you have visited. The AIFL does not use these cookies to gather personal information, the activity being solely utilised for the operation of our LMS.

### **When will we disclose information?**

The AIFL will disclose personal information under the following conditions: -

1. When we are required to co-operate with investigations of purported unlawful activities and conform to the edicts of the law or comply with legal process served on the AIFL.
2. When we are required to fulfil a user's request, in accordance with the process outlined below:

### **How do I obtain copies of my personal information?**

To obtain copies of your personal information you must:

- Request a copy, in writing from the AIFL office.
- The AIFL administrator will confirm the request utilising the Information Release Form by gaining written/signature consent from:
  - The AIFL General Manager and
  - The client.

The AIFL will then release the information to the client within a 14 day period, but only when both requirements are met.

## Laws & Legislation

The AIFL complies with Federal and State/Territory Privacy legislation, including The Privacy Act 1988 and subsequent amendments.

The acts relevant to the operation of the AIFL as an RTO are:

- Occupational Health and Safety and Workplace Health and Safety Act 2004
- Workplace harassment, victimisation and bullying is also found in the act
- The Vocational Education, Training and Employment Act 2000
- Commission for Children and Young People Act 2000
- The Privacy Act 1988
- The Copyright Act 1968
- The Copyright Amendment (Parallel Importation) 2003
- Anti Discrimination Anti Discrimination Act 1991
- Reference site only -Human rights and equal opportunity

## Questions/Feedback

Should you have any questions or feedback in relation to the Privacy Act, please contact the AIFL.

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<b>Author:</b>	<b>Date Reviewed:</b>	<b>Approved By:</b>
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