



Alignment	
AQTF 2010	
Conditions	3
Standards for Registered Training Organisations 2015	
Standard 8	8.5, 8.6

Purpose:	To ensure that all information collected by AAOWT from staff, clients and/or students is stored and used in the correct manner as governed by the Privacy Act 1988 and its subsequent amendments including National Privacy Principles
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Document Control			
Version	Approval Date	Approved by	Change Description
2.0	06/01/2012	CEO	Continuous improvement
3.1	13/05/2012	CEO	Continuous improvement
3.2	10/12/2015	CEO	Review in line with Standards for RTO 2015

AAOWT is committed to maintaining the privacy of students, clients and staff in accordance with current Privacy legislation.

Objectives

- To only collect personal information of staff, students, participants and clients that is required to facilitate the efficient provision of Academy services to them.
- To maintain the highest possible level of privacy for staff, students, participants and clients.
- Access to AAOWT website and any of its pages imply consent to the collection and use of their information outlined above.

Safeguarding Confidential Information

Personal information supplied by students is collected by the Academy in order to provide services and/or products, to communicate with students and to communicate with nominated people in the event of an accident and/or emergency.

No personal details will be given to other parties without written permission from the student except where there is a legal requirement for the Academy to do so.

A consent form for disclosure of information will be required for any student information to be released to a third party. This form is available from the Administrator.

Matters pertaining to the enrolment, results, fee or other issues would be communicated directly with the respective student unless the Enrolment Form was signed on the student's behalf by a third party. If a student does not wish to be included in this database, they should notify the Administrator in writing.

Privacy Policy

Database Information

Information may be used in the Academy database to inform graduates of other courses or school news. If a student does not wish to be included in this database, they may notify the Administrator in writing.

Salon/Clinic Records

All information supplied by clients of the Salon/Clinic will be stored in a secure manner with access restricted to the Salon/Clinic Manager and Assistant Salon/Clinic Manager.

Where therapists and students must access personal information, this will be limited to the client they are treating.

Therapists and students will undertake to be professional at all times in the manner in which they utilize the clients' personal information.

Some client information will be used in a Salon/Clinic database to inform clients of services or treatments being offered, or other information of interest. If a client does not wish to be included in this database, they may notify the Salon/Clinic Manager.

Accessing Personal Information

All clients / students / staff may have access to their own personnel records. This may be arranged through the Administrator or Principal upon submission of a written request. This activity usually occurs within 1 week upon receiving the written request.

Responsibilities

The Academy will:

- Collect the minimum of personal information required to provide a service to clients and/or students.
- Provide a consent form for individuals to give permission to release personal information.
- Provide training to staff members in regard to the Academy's responsibilities concerning an individual's privacy.
- Maintain awareness of legal responsibilities and requirements within the Academy on matters pertaining to the Privacy Act.