



Privacy Policy

Trainwest is committed to our obligations under the Privacy Act 1988 (as amended by the Privacy Amendment Private Sector Act 2000 and its associated 10 National Privacy Principles).

Trainwest takes the privacy of our students and staff very seriously and will comply with all legislative requirements ensuring that collection of information is fair, lawful, unobtrusive and necessary for the organisational functions.

Trainwest advises students and staff of the purpose for collecting information, how it is used, and how they can gain access to their personal information held by Trainwest.

Information will be collected from students for enrolment purposes. Assessment records are kept in line with Standards for RTOs (2015). Personal and professional information is collected from staff and trainers to enable Trainwest to employ suitably qualified trainers, assessors and team members. It is also a requirement for issuance of nationally accredited qualifications.

Use of student information

- » Trainwest will provide student information to training staff on a need to know basis only. Trainwest only uses information collected for the express purpose for which it is collected unless prior consent is obtained from the student.
- » Trainwest does not use personal details in direct marketing without obtaining prior written permission from the person concerned.
- » Students are asked to complete the TW-FORM-048 Media consent form prior to any photographs or video evidence being captured for marketing purposes.
- » Trainwest will not release any personal information to a third party without the written consent of the student, unless we are required to do so by law.

Securing information

Trainwest will take all reasonable steps to protect personal information against misuse and loss by:

- » Securing all files in secure locations
- » Restricting access to information to relevant staff
- » Destroying information securely after the required retention period
- » Ensuring computer security at all times through the use of firewalls and up to date antivirus software, password security for computer systems
- » Not releasing information to third parties without written permission

Rights to access and change personal information

Trainwest will provide access to student personal information on request for the purpose of changing and updating information.

If you wish to access your student information file, please direct your enquiry to admin@trainwest.com.au