



NATIONAL PROVIDER NO: 1974

PRIVACY POLICY

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For the purpose of this policy a record means:

- a. A document
- b. A database (howsoever kept)
- c. A photograph or pictorial representation of a person but does not generally include:
 - i. A generally available publication
 - ii. Anything kept in a library, art gallery or museum for the purposes of reference, study, or exhibition

The following principles shall apply to the collection of, maintenance, storage, and use of personal information at the CSTC:

1. Personal information shall not be collected for inclusion in a record or in a generally available publication unless the information is collected for a lawful purpose related to the functions of the CSTC and the collection is necessary to the function of the CSTC.
2. Where the CSTC collects personal information, the CSTC shall take all such steps to ensure that before the information is collected or as soon as practicable after the information has been collected that you are made aware of:
 - a. The purpose for which the information is being collected - that the information is required to ensure that Certificates are correctly issued and so that funding bodies are provided with the necessary information to approve funding to the CSTC.
 - b. The collection of the information is lawful via the Privacy Act 1988 and the funding grants from the Government
 - c. The funding body may be provided with your personal information to approve funding to the CSTC.
3. The CSTC shall minimise the collection of personal information so that it is not seen as an invasion of privacy, however the information that is asked for is requested by the CSTC's funding bodies.
4. Any information provided by you shall be maintained under the CSTC records management system as described in CSTC policies and procedures. Records containing personal information are shredded as part of disposal. Electronic data is protected through password controlled systems. Access to personal information is restricted to authorised CSTC personnel.
5. Personal information retained about you includes the information recorded on the course brochure, student attendance form, participant feedback forms and examinations. As stated in point 4, each of these records is maintained in accordance with CSTC policies and procedures.
6. If you require access to your information please contact the CSTC Administration for assistance.
7. The CSTC will not alter the personal information that you have provided unless you have provided authorisation to do so. However, some of the CSTC funding bodies and organisations contracted with the CSTC, to train their accredited training courses, compare the information in their databases to the information provided by the CSTC. If there are discrepancies in this information you will be contacted personally.

8. The information provided by you at the commencement of each course shall be considered valid for that course alone. This information shall not be used for future courses. If details change you are not obliged to keep the CSTC up to date, unless enrolling for another course.
9. The CSTC will not use your personal information for purposes other than which it was collected for.
10. If required under law, your personal information may be passed onto the relevant Government Department

If you have any concerns or queries with this policy, you should discuss these with the Business Manager of the CSTC.