



PRIVACY AND PERSONAL INFORMATION  
POLICY



Allara  
LEARNING

## Table of Contents

1. Overview of the Privacy and personal information policy	3
2. Purpose of Collecting Information	4
3. Release of Information	4
4. Information Collected	4
5. Provision of Information	5
6. Access to Information	5
7. Participants and Clients	6
8. Staff	6
9. Australian Privacy Principles (APPs)	7
10. Responsibility	7

ⓘ This document is confidential and a trade secret of the Company. As such, it is not to be copied, duplicated, distributed, and posted on any electronic bulletin board to any third party outside the Company.

## 1. Overview of the Privacy and personal information policy

### 1.1. Purpose

This policy describes the practices and procedures by which Allara will ensure the compliance with the relevant privacy legislation to protect the personal information and right to privacy of those which are detailed within this policy.

### 1.2. Definitions

**Allara** – Allara Investments Pty Ltd, trading as Allara learning and is inclusive of; Tactical Training Group Pty Ltd, RTO provider No: 91054 (TTG) and W G learning Pty Ltd, RTO Provider No: 91178 (WGL).

**TTG** - Tactical Training Group Pty Ltd, RTO provider No: 91054 (TTG)

**WGL**– W G learning Pty Ltd, RTO Provider No: 91178 (WGL)

### 1.3. Scope

The policy applies to all participants, clients, staff and stakeholders of Allara Learning (Allara) inclusive of those seeking to be enrolled with TTG and WGL.

### 1.4. Policy

Allara will ensure that it respects the privacy of staff, prospective staff, participants, prospective participants and employers by implementing the National Privacy Principles.

The National Privacy Principles (NPPs) in the Privacy Amendment (Privacy Sector) Act 2000 sets out how private sector organisations should collect, use, keep secure and disclose personal information. The principles give individuals a right to know what information an organisation holds about them and a right to correct that information if it is wrong.

Allara will ensure it operates consistently with the National Privacy Principles and only collects the personal information that is necessary for the conduct of its business, and that it will use that information in the manner for which it was intended.

ⓘ This document is confidential and a trade secret of the Company. As such, it is not to be copied, duplicated, distributed, and posted on any electronic bulletin board to any third party outside the Company.

## 2. Purpose of Collecting Information

The purposes for which Allara collects personal information of participants includes: satisfying legal obligations, administration, to keep employers informed of the participant's progress in the course of study, allow Allara to discharge its duty of care.

The purposes for which Allara collects personal information of job applicants, staff members and contractors includes: satisfying legal obligations, insurance purposes, administering the individuals contract of employment.

## 3. Release of Information

Allara must have the participant's permission in writing with reference to release of information. This is primarily collected via declaration upon enrolment. Additional permission shall be sought as required.

Allara is required to ask for the staff members permission in writing with reference to release of information; this is included in the staff employment agreement, which must be signed prior to employment.

## 4. Information Collected

Allara collects personal information solely for the purpose of its subsidiary companies TTG and WGL operating as a Registered Training Organisation under the VET Quality Framework administered by the Australian Skills Quality Authority who is the National VET Regulator (NVR). The requirements of the NVR may mean the release of participants or staff member's personal information for the purposes of an audit.

The type of information Allara collects and holds includes (but not limited to) personal information, including sensitive information, about: Participants and parents and/or guardians before, during and after the course of a participant's enrolment, Job applicants, Staff members and contractors; and other people that come into contact with Allara.

The information media may take the form of: interviews, feedback surveys, email correspondence, telephone calls, third party information, and application forms. Data will be uploaded to Allara's Student Management System (SMS).

ⓘ This document is confidential and a trade secret of the Company. As such, it is not to be copied, duplicated, distributed, and posted on any electronic bulletin board to any third party outside the Company.

## 5. Provision of Information

Participant, client or staff information will not be provided to anyone unless Allara has the permission from the participant or staff member or is specifically required to provide the information by law. For example participant information is only given to the following bodies where required:

- ASQA; Australian Skills Quality Authority
- STA; State Training Authorities
- Employers where the participant is a registered trainee or apprentice

While participants are undertaking the training program, there will be times when Allara and/or its Training facilitators, Client Relations Manager, Administration Officer or other members of staff may need to discuss the participants program with internal RTO staff and the National VET Regulator – ASQA and the participant’s employer.

## 6. Access to Information

Under the Australian Privacy Principles the participant, client or staff member can access his/her personal information and may correct inaccurate or outdated information about them.

ⓘ This document is confidential and a trade secret of the Company. As such, it is not to be copied, duplicated, distributed, and posted on any electronic bulletin board to any third party outside the Company.

## 7. Participants and Clients

Participants and clients will have access to all information held on them. Allara will store and use the information appropriately and limit access to only those who have a legal reason to have access to that information, or whom the participant or client has given permission.

Participants and clients who request access to their information will be given full access to the details they want. No cost will be charged for them accessing their information whilst they are enrolled participants. The appropriate form is titled "Records access request form" and may be requested from the Administration department. For access to records, the participant or client must meet with the National Business Manager and provide identification (such as license, passport) and the completed form.

## 8. Staff

Staff will have access to all information we hold on them, and we will store and use the information appropriately and limit access to only those who have a legal reason to have access to that information, or whom the staff member has given permission.

Staff members who request access to their information will be given full access to the details they want. No cost will be charged for them accessing their information whilst they are employed by Allara. If the person is no longer an employee of Allara, and they request access of information there may be a fee involved, the cost must be paid in advance of access.

The appropriate form is titled, Records access request form and may be requested from National Business Manager. For access to records, the staff member must meet with the National Business Manager and provide the completed form.

ⓘ This document is confidential and a trade secret of the Company. As such, it is not to be copied, duplicated, distributed, and posted on any electronic bulletin board to any third party outside the Company.

## 9. Australian Privacy Principles (APPs)

Allara abides by the Australian Privacy Principles and will not pass on participants or other staff member's information to anyone in any way that may be considered as breaching the Privacy Principles.

The Australian Privacy Principles (APP's) fact sheet can be viewed and downloaded from

<http://www.oaic.gov.au/privacy/privacy-resources/privacy-fact-sheets/other/privacy-fact-sheet-17-australian-privacy-principles>

## 10. Responsibility

Allara will appoint a staff member responsible for the management and updates to the Privacy Policy, this person will be the National Business Manager.

<b>Refer to</b>	Standard 6	<b>Responsible Manager</b>	National Business Manager
<b>Policy Issued</b>	27/08/2015	<b>Version Control</b>	Version 3.1 – 08/2015

ⓘ This document is confidential and a trade secret of the Company. As such, it is not to be copied, duplicated, distributed, and posted on any electronic bulletin board to any third party outside the Company.