

Privacy Policy

FTTA is an APP (Australian Privacy Principles) entity because information about a student's health and disability is collected as part of the enrolment process. FTTA comply with the *Privacy Act 1988* (Privacy Act) including the recent amendments which came into effect in 2014.

Part A: The kinds of personal information that we collect

FTTA collect information on enrolment such as direct debit information and personal details. It is important that FTTA have suitable and correct information about all students especially before they attend a placement. Additional information may be collected from time to time in the normal course of study such as clearances and employment history.

Part B: How do we collect and hold that information

FTTA collect information from students in either soft copy or hard copy form. It is then electronically stored on our secure Student Management System (SMS) and the original hardcopy destroyed appropriately. Only FTTA staff can access this information which is password protected.

Part C: Why we collect, hold and disclose information

We collect, hold and disclose information as we are required to do so by law. We will not pass on your information to any third party unless directed in writing to do so by a court or the student. We do however collect information for the purpose of government reporting which is used for claiming subsidies on behalf of students. Other information recorded and sent to government agencies include information gathered from surveys.

Part D: How to access and correct your information

Once a student's identity is verified we will give that student access to their records. Students can request details to be changed by writing to FTTA which will be completed without unnecessary delay and free of charge.

Part E: Complaints about privacy

A complaint regarding FTTA and a breach of the Privacy Policy or Act should follow the complaints handling procedure found in the student handbook. Students should first verbally or in writing bring the issue to the attention of their trainer and if not resolved to the program coordinator. The complaint will be dealt with as per the policy in a professional manner in order to resolve the issue.

Part F: Disclosure of personal information to overseas recipients

FTTA do not disclose any information to any overseas recipients.