



Confidentiality / Privacy Policy

Precise Training is committed to its legislative responsibility to protect the personal information of its clients, learners and staff. The purpose of this policy is to ensure clients, learners and staff are aware of their rights and responsibilities concerning privacy and confidentiality.

Precise Training keeps your information private and only collects information that relates to your employment or learning. All information is kept in a strictly confidential manner.

You may access your personal file held by Precise Training. You may also request that updates be made to information that you feel is incorrect or out of date.

Precise Training is subject to audits by Government Officials and access to your file may be given to government officers from such agencies as ASQA, and STS. All personal details of any member of staff will only be viewed by those persons with direct responsibility for the payment of wages.

Your file cannot be accessed by anyone else unless you give written permission identifying those sections of the file to be made available.

Precise Training takes all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure by restricting access to electronic files, secure storage or paper files and secure back up of data.

1. Precise Training shall only collect personal information which is necessary for its activities.
2. Precise Training shall use lawful and fair means to collect personal information.
3. Precise Training shall ensure the use and disclosure of personal information is for the primary purpose for which it was collected.
4. Precise Training shall ensure that the client's, learners, or staff member's consent is given when information is used or disclosed to a third party except in the case of a legal direction.
5. Precise Training shall take reasonable steps to ensure that the personal information it collects uses or discloses is accurate, complete and up-to-date.
6. Precise Training shall take responsibility for ensuring that personal information is protected from misuse, loss, unauthorised access, modification or inappropriate disclosure.
7. Precise Training shall foster openness towards the public by providing general information on collection, storage, use and disclosure of personal information.
8. Precise Training recognises the rights of clients, learners, and staff to access personal information held about them.
9. Precise Training shall not adopt as its own identifier that of a client, learner, or staff member an identifier of the individual that has been assigned to it by a Commonwealth agency.
10. Precise Training shall ensure that, wherever it is lawful and practicable, clients and donors shall have the option of operating anonymously when accessing Precise Training's services.
11. Where consent to disclose information is given in accordance with clause 4, Precise Training shall ensure that the organisations and individuals to which it discloses the information conform to the National Privacy Principles.
12. Precise Training shall obtain information only from third parties that act in accordance with the National Privacy Principles.