

18. Privacy Policy

Purpose

Propel and Elysian Institute and all of its employees abide by the Privacy Act 1988 (Commonwealth) and keep all student information private. Propel and Elysian Institute only collects relevant personal information that relates to a student's training and takes all reasonable steps to protect private information from misuse, loss, unauthorised access, modification or disclosure including restricted access to electronic files, secure storage of paper files and back up of data.

Personal Information collected and held by Propel and Elysian Institute may include:

- Student's name
- The students Unique Student Identifier Number (USI)
- Current and previous addresses
- Residential and Citizenship Status
- Telephone numbers and email address
- Drivers licence number/Bank account details/Passport number
- Assessment results
- File notes

Propel and Elysian Institute is required to be audited by ASQA in order to maintain registration. During this process their representatives may access students' files.

Propel and Elysian Institute will only disclose information about students to others on an "as needs" basis unless otherwise required by law. These people or organisations are:

- Student's authorised representatives or legal advisors
- Credit providers for credit related functions such as the provision of account facilities Government and Statutory Authorities, where required by law, for example: the reporting of academic results

Propel and Elysian Institute will take all reasonable steps to ensure that any information we hold, use and where appropriate disclose to others about students is correct and current. The accuracy of this information depends largely upon students providing us with these details.

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| Record Management | aXcelerate Dropbox |
| Reference | Staff Induction Checklist Student Handbook Staff Handbook |
| Link to SRTO 2015 | Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses |
| | Standard 2. The operations of the RTO are quality assured |
| | Standard 3. The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records. |
| | Standard 4. Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients. |
| | X Standard 5. Each learner is properly informed and protected. |
| | Standard 6. Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively. |
| | Standard 7. The RTO has effective governance and administration arrangements in place. |
| | Standard 8. The RTO cooperates with the VET Regulator and is legally compliant at all times. |
| Developed By | Compliance Manager |
| Approved by | Directors |