

RTO POLICY

Privacy Policy

PURPOSE

The purpose of this policy is to provide staff with the relevant information to ensure Master Plumbers Association of SA Inc. abides and complies with the Privacy Act 1988.

POLICY

It is the policy of MPA to ensure that all students records are collected, maintained and stored in compliance with the Privacy Act 1988.

Master Plumbers Association of SA Inc. only collects information from Students which relate to their current enrolments and are required.

MPA will not:

- Collect personal information, unless the information is necessary for one or more of its functions or activities
- Disclose any personal information to a third party without student consent
- Disclose any information relating to attendance, results, or general progress of study to a third party

MPA will:

- Ensure Electronic Student files are stored in a password protected location
- Ensure hard copies of Student files are stored in a lockable filing cabinet
- Only exchange information within our RTO for the purposes of record keeping, training and assessment
- Ensure all identification document copies (e.g. for the USI application) are destroyed once their purpose has been fulfilled.
- Provide students access to their records at any time (proof of Identity is required).

RTO POLICY (Continued)

MPA will (continued):

- Only disclose student personal information to Government and Statutory Authorities, where reporting of results is a compliance required for RTOs.

Revision Record

Date	Version	Revision
14/2/2013	1.0	Document created to ensure compliance with RTO Requirements
1/5/2015	2.0	Minor updates following update of RTO Standards and new company name
8/11/2015	3.0	Updates to incorporate new policy template