



## Privacy and Confidentiality Policy

### Purpose

Aid to Beauty Training Pty Ltd and all of its employees abide by the Privacy Act 1988 (Commonwealth) and keep all student information private. Aid to Beauty Training Pty Ltd 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 Aid to Beauty Training Pty Ltd 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

Aid to Beauty Training Pty Ltd is required to be audited by ASQA in order to maintain registration.

During this process their representatives may access students' files.

Aid to Beauty Training Pty Ltd 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

Aid to Beauty Training Pty Ltd 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.

Aid to Beauty Training Pty Ltd is committed to protecting your personal information. We only collect data relevant to your program and take all reasonable measures to safeguard your information from misuse, unauthorised access, modification, or disclosure. This includes restricted access to electronic files, secure and storage of paper records. In compliance with the law, we may be required to share your student file with the following entities:

- The Australian Skills Quality Authority (ASQA)
- The National Centre for Vocational Education Research (NCVER)
- The USI Office
- Other relevant government departments

No other organisation or individual will have access to your information without your written consent or unless required by law, in accordance with the Privacy Act (1988).

Students may also choose to nominate a third party to access their enrolment and training details. To nominate a third party, a written request must be submitted to [info@aidtobeaautytraining.com.au](mailto:info@aidtobeaautytraining.com.au).