



Far North Training & Consultancy

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Privacy Policy

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1.0 SCOPE

Far North Training and Consultancy (FNTC) is committed to ensuring all personal information and data held by FNTC is managed and protected in line with the Australian Privacy Principle and the Privacy Act 1988, in the collection, use or disclosure of personal information and data.

2.0 Policy

2.1 Collection

Far North Training and Consultancy will collect only the information necessary for one or more of its functions. Individuals will be told the purposes for which the information is collected.

Far North Training and Consultancy is required to submit data sourced from enrolment forms to the national VET administrative collection as a regulatory reporting requirement. The information contained on the enrolment form may be used by Far North Training & Consultancy or the following third parties for administrative, regulatory and/or research purposes:

- School - if students are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer - if student is enrolled in training paid by their employer.
- Government departments and authorised agencies.
- Researchers.

Where State or Commonwealth funding supports training, we are obliged to submit your enrolment details for statistical purposes. The information we collect from you is protected. Personal student files will only contain information pertinent to the student's training program.

2.2 Use and Disclosure

Personal information will not be used or disclosed for a secondary purpose unless:

- The individual has consented to disclosure
- Far North Training and Consultancy reasonably believes the disclosure is necessary in relation to serious or life-threatening circumstances of the individuals or others
- The disclosure is authorised by law

- A prescribed exception applies.

Should information be disclosed as per the above, the disclosure will also be noted in the individuals' records.

2.3. Data Quality

Far North Training and Consultancy will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete, and up to date.

2.4 Data Security

Far North Training and Consultancy will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification, or disclosure. Steps taken include ensuring suitable physical, electronic, and administrative processes have been put in place. Authorised staff are also trained in the privacy and security principles for the handling, access, storage, disclosure and management of student information and data.

2.5 Sensitive Information

Far North Training and Consultancy will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

2.6 Openness

Individuals have the right to access or obtain a copy of their personal information held by Far North Training and Consultancy. they will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses, and discloses the information, in addition to providing a copy of an individual's personal information if requested.

2.7 Access and Correction

Individuals will be given access to the information held except to the extent that prescribed exceptions apply. Far North Training and Consultancy will correct and update inaccurate or out of date information as identified by an individual.

2.8 Unique Identifiers

Commonwealth Government identifiers (e.g. Medicare number or tax file number), will only be used for the purposes for which they were issued. Far North Training and Consultancy will not assign unique identifiers except where it is necessary to carry out its functions efficiently.

2.9 Anonymity

Wherever possible, Far North Training and Consultancy will provide the opportunity for the individual to interact with them without identifying themselves.

2.10 Complaints

Students may access the FNTC's Complaints and Appeals process should they consider FNTC has breached the Australian Privacy Principles or the Privacy Act 1988. In line with our Complaints and Appeals Policy and Procedure, FNTC will ensure the timely, transparent, and unbiased investigation of any complaint and respond to the individual in writing outlining all findings.