



Privacy Policy

All personal information collected by Australasian Leadership Academy is protected by the Privacy Act 1988. Information on the Commonwealth Privacy Act 1988 can be found on the Office of the Australian Information Commissioner's website <http://www.oaic.gov.au/>.

Privacy Notice

Under the *Data Provision Requirements 2012*, ALA is required to collect personal information about participants and to disclose personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Personal information (including the personal information contained on the ALA enrolment form and participants' training activity data) may be used or disclosed by ALA for statistical, regulatory and research purposes. ALA may disclose personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if enrolled in training paid by the employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

Participants may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. Participants may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Information we collect and how we use it

Generally, Australasian Leadership Academy collects personal information in order to properly and efficiently carry out its functions, and only uses personal information for the purposes for which it

was given to Australasian Leadership Academy and for directly related purposes (unless otherwise required by or authorised under law).

In particular, we collect and store information in order to identify you each time you visit our website to request a service. Your training / assessment is tracked and any feedback you provide may be used to improve our services and Web Site.

Communication - emails and Electronic Forms

The Australasian Leadership Academy servers may record your email address if you send us a message online. Your email address will not be added to a mailing list, unless you have provided it to us in order to subscribe to one of the Australasian Leadership Academy subscription services.

Where you choose to send us a completed electronic form (for example, when you register as a user on the training.australasianleadership.com website) that includes your personal details, we collect personally identifiable information, such as name and email address.

The information collected by email or electronic forms will be used only for the purpose for which you provided it, and we will not disclose it unless one of the circumstances described below under the heading “Information Sharing” has been satisfied.

Log information (Browsing)

When you access Australasian Leadership Academy online services, the training.australasianleadership.com servers automatically record information that your browser sends whenever you visit a website. These server logs may include information such as your server address, your top level domain name (for example, .com, .gov, .au, .uk, etc), the date and time of visit to the site, the pages accessed and documents viewed, the previous sites visited, and the browser type, browser language, and one or more cookies that may uniquely identify your browser.

Cookies

A cookie is a small file containing a string of characters to your computer that uniquely identifies your browser. It is information that your web browser sends back to our web site server whenever you visit it again. We use cookies to ‘remember’ your browser between page visits. In this situation, if you log into the training.australasianleadership.com website the cookie will store your user credentials.

Access and alteration of records containing personal information

If you provide personal information in relation to the training.australasianleadership.com online services, Australasian Leadership Academy will allow you access to your personal information and we will correct your personal information if it is inaccurate (subject to restrictions on such access/alteration of records under the applicable provisions of any law of the Commonwealth).

The Freedom of Information Act 1982 also provides you with an opportunity to request access to documents in the possession of Australasian Leadership Academy.

Information sharing

Australasian Leadership Academy only discloses personal information to third parties in the following circumstances:

- Where you are reasonably likely to have been aware, or made aware by way of a privacy notice, that your personal information is usually passed to the relevant parties

- Where you have consented.
- Where we believe on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to your life or health or that of another person.
- Where the disclosure is required or authorised by or under law, or
- Where the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Information security

Australasian Leadership Academy takes all reasonable steps to protect the personal information that we hold against loss, against unauthorised access, use, modification or disclosure and against other misuse.

Data integrity

Australasian Leadership Academy takes reasonable steps to make sure that the personal information we collect and store is accurate, relevant, up to date, complete and not misleading.

Enforcement

If you have any questions/complaints about privacy, confidentiality or access to your personal information, please contact Australasian Leadership Academy's Privacy Contact Officer by writing to:

Privacy Contact Officer:

Australasian Leadership Academy Pty Ltd
PO Box 893
Coolum Beach QLD 4573

Changes to this policy

Please note that this Privacy Policy may change from time to time.