

Privacy Policy

Privacy statement

Academy of Global Business Training AGBT takes the privacy of participants very seriously and complies with all legislative requirements. These include the Privacy Act 1988 and National Privacy Principles 2008.

Information is only shared with external agencies such as ASQA to meet our compliance requirements as an RTO. All information shared is kept in the strictest confidence by both parties and is available on request.

In some cases we are required by law or required by the Standards for NVR Registered Training Organisations to make student information available to others such as the National Centre for Vocational Education and Research. In all other cases, we will seek the written permission of the student for such disclosure. Where written permission is required, this will be gained by using the Information Release Form located in the Privacy Policy Tools section.

Photography privacy

Academy of Global Business Training requires certified photo identification of the candidate at registration. This is to ensure that the person who registers for the course is the same person who completes the course.

We recognise that in some circumstances there are sensitivities relating to the taking of photographs. This is particularly relevant to capturing images of children. We may, from time to time, wish to take photos of training activities we are conducting. When these instances arise in an environment external to our own training facilities, we will first obtain permission from the premises owner or manager

National Privacy Principles

The Federal Government has developed 10 national privacy principles that are derived from the Privacy Act 1998 and the 2000 Amendment to the Act. The 10 national privacy principles are located at: <http://www.oaic.gov.au/privacy/privacy-act/national-privacy-principles>.

AGBT follows the 10 national privacy principles in maintaining the information that you provide.

AGBT must collect personal information as part of your application process for training. This information may be of a personal nature and can include details of educational background, employment history, and current employment status, and language, literacy and numeracy skills.

The purpose of this information is to allow the staff of AGBT to develop effective training and assessment programs, according to the needs of each individual. Where there is a requirement for allowable adjustments for assessments, we may collect details of physical disability to allow us to conduct the assessment.

From time-to-time, we may also conduct surveys or other promotional specials, and gather additional information from the AGBT website in relation to these specials. The personal information gained during the enrolment process will not be used for marketing purposes.

What do we use this Information for?

Primarily, we use your information to provide you with the services available to you. The purpose of collecting personal information during the enrolment process is to allow the staff of AGBT to develop effective training and assessment programs, according to the needs of each individual. This will enable you to enrol and obtain your qualifications.

How do we store this information?

AGBT is required to keep your records for compliance with the AQTF standards. These records are kept for 30 years, in an electronic database and regularly backed up on local and International servers. Access to these records is strictly controlled.

With whom do we share your information?

We will not sell, share, rent or otherwise provide personal information to others, including people in your workplace, spouses or parents, without your written consent.

AGBT will disclose personal information, when required to:

- Cooperate with the investigations of purported unlawful activities and to conform and comply with legal process
- Fulfil a user's order or request, in accordance with the process outlined below

How do I obtain or release copies of my personal information?

To obtain or release your personal information, you must:

1. Notify the office administrator of AGBT in writing
2. The AGBT office administrator will confirm with the following people using the Authorisation Form
 - 2.1 Checks with the Managing Director for authorisation of disclosure
 - 2.2 Contacts the client requesting written consent
 - 2.3 Provides the information if the first two points are achieved

Laws and Legislation

AGBT complies with federal and state/territory privacy legislations, including:

- The Privacy Act 1988 and subsequent amendments.
- Workplace Health and Safety Act 1995
- The Vocational Education, Training and Employment Act 2000
- Commission for Children and Young People Act 2000
- The Privacy Act 1988
- The Copyright Act 1968
- Anti Discrimination Act 1991 - Anti Discrimination
- Human rights and equal opportunity - Reference site only

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