



Confidentiality / Privacy Policy

Precise Training is committed to its legislative responsibility to protect the personal information of its clients, learners and staff. The purpose of this policy is to ensure that all clients, learners and staff are aware of their rights and responsibilities concerning privacy and confidentiality.

Precise Training will not disclose any information that is gathered about applicants to any third party. Precise Training uses the information provided purely for the vetting of applicants and for the legislative requirements of employment ie Tax File Number. Prior to release of any information, written consent will be obtained from the applicant. All personal details of any applicant will only be viewed by those persons having direct responsibility for requirements of the payment of wages. All information will be kept in a strictly confidential manner.

1. Precise Training shall only collect personal information which is necessary for its activities.
2. Precise Training shall use lawful and fair means to collect personal information.
3. Precise Training shall ensure the use and disclosure of personal information is for the primary purpose for which it was collected.
4. Precise Training shall ensure that the client's, learner's, or staff member's consent is given when information is used or disclosed to a third party except in the case of a legal direction.
5. Precise Training shall take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.
6. Precise Training shall take responsibility for ensuring that personal information is protected from misuse, loss, unauthorised access, modification or inappropriate disclosure.
7. Precise Training shall foster openness towards the public by providing general information on collection, storage, use and disclosure of personal information.
8. Precise Training recognises the rights of clients, learners, and staff to access personal information held about them.
9. Precise Training shall not adopt as its own identifier that of a client, learner, or staff member an identifier of the individual that has been assigned to it by a Commonwealth agency.
10. Precise Training shall ensure that, wherever it is lawful and practicable, clients and donors shall have the option of operating anonymously when accessing Precise Training services.
11. Where consent to disclose information is given in accordance with clause 4, Precise Training shall ensure that the organisations and individuals to which it discloses the information conform to the National Privacy Principles.
12. Precise Training shall obtain information only from third parties that act in accordance with the National Privacy Principles.