

PURPOSE

Innov8 is committed to respecting the privacy of all personal information as well as complying with the relevant state and federal principles on privacy. This policy explains how personal information is managed in relation to these principles.

POLICY

1. Collection of Information

Innov8 needs to collect personal and sensitive information from its learners for the purposes of:

- Identifying and managing relationships
- Maintaining quality course and assessment progress
- Ensuring quality business planning
- Marketing of its programs and services
- Dissemination of information to learners and other stakeholders including government funding agencies

Innov8 will obtain, only by lawful means, personal information including:

- Interviews, assessments and training sessions with clients
- Personal details including medical information
- Resumes, references and additional information
- Information from former employers, educational institutions and professional and/or regulatory bodies
- Workplace complaints received about clients involved in on-the job training and/or workplace experience
- Workplace accidents in which clients have been involved in as part of on-the job training or workplace experience

2. Use and Disclosure of Information

Innov8 - Education Solutions will only use this information for:

- The main purpose of our business
- Development of our products and services
- When required to do so by law

In order to do so, Innov8 - Education Solutions may release personal information to third parties whom we have a business relationship with such as:

- Sub-contract trainers and assessors
- Potential and actual employers
- Referring agencies
- Where there is a legal obligation to provide such information to specific groups

In the event of an illness or injury, Innov8 - Education Solutions may disclose a client's health information to any medical or first aid provider for the purposes of administering assistance to that client.

3. Access and Amendment of Information

Clients may access their personal information at any time, at no cost. Innov8 - Education Solutions aims to ensure all information regarding clients is accurate and current, however, if a client identifies any inaccuracies in their personal information, Innov8 - Education Solutions will take appropriate steps to correct that information.



Privacy Policy

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POLICY (CONT.)

4. Storage and Disposal of Information

Innov8 - Education Solutions will protect personal information from misuse and loss from unauthorised access, modification or disclosure via:

- Lockable commercial grade filing system
- Secure online server with backup facilities
- Password encrypted access to Innov8 - Education Solutions key administration only
- Safe and secure transportation of client information

Name:		Date Effective:		Responsible Authority		Drive:	
Page		Review date:		Organisation		Version:	