

PRIVACY STATEMENT

Personal Information

Allens Training is committed to protecting and maintaining the privacy, confidentiality, accuracy and security of your personal information.

As a Registered Training Organisation, complies with the Australian Quality Training Framework Standards and has documented and implemented policies and procedures to assure the integrity, accuracy and currency of its records including:

- a. ensuring that, except as required under the AQTF Standards or by law, information about a client is not disclosed to a third party without the written consent of the client;
- b. access by clients to their personal records.

Forms are available from Allens office for requesting access to or disclosure to nominated third parties of personal information. All staff, employees, trainers, advisors and agents of Allens are bound by the policies and procedures and must treat a client's personal information with the strictest confidentiality.

Course Results

The results achieved by clients attending Allens courses are subject to retention, archiving and retrieval for a period of 30 years and transfer consistent with the requirements of the registration authority. Allens will also keep records of courses undertaken (including dates, topics, activities and assessments) and Statements of Attainment or Achievement issued.

Use of Personal Information

By enrolling into our courser, personal information of clients of Allens may be used by it

- a. inform clients of professional training and related services offered by Allen including new professional development courses;
- b. carry out reviews of our internal administration and operations including record keeping, risk management, accounting, archiving, systems development and testing and staff training;
- c. develop and customize new training products and services; and
- d. undertake planning, research and statistical analysis.
- e. Compliance with ATQF reporting and auditing requirements