



Global Training Institute

PRIVACY POLICY

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AUTHORITY RECORD:

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1 Purpose:

A policy to satisfy the requirements of the Privacy Act legislation governing the privacy of individuals and the information they provide for operational purposes.

2 Scope:

This policy shall apply to the collection and use of all forms of Personal and Sensitive Information provided to Global Training Institute.

3 Responsibility:

It shall be the responsibility of the Director to ensure this policy is complied with.

It shall be the responsibility of the Privacy Officer to implement the procedure and manage its compliance.

It shall be the responsibility of all staff to comply with the requirements of the policy.

4 Definition:

In these terms and conditions, “we” and “us” means with Global Training Institute Pty Limited ABN 74111214610 (hereinafter referred to as “Global Training Institute” unless otherwise specified). Here in the globaltraining.edu.au website is referred to as the “Website”.

For the purposes of this Privacy statement, the word “you” includes, website visitors, students (members), prospective students, public, staff and employers.

This Privacy Policy can be found in the Student Handbook, or can be obtained from our Privacy Officer via: admin@globaltraining.edu.au.

The Website Privacy Policy is part of this Privacy Policy.

5 Policy:

Acknowledgement:

Global Training Institute takes every precaution to protect our users’ information and privacy.

This Statement sets out Global Training Institute’s privacy policy in respect of personal and sensitive information which you may provide to us.

If you are a student of Global Training Institute please also refer to the student handbook and the relevant policy on student privacy.

Collection of Information

Global Training Institute complies with the Privacy Act 1988.

Global Training Institute will issue a copy of personal information to a Global Training Institute student when:

- The request for personal information is made in writing
- The information relates to the student making the application
- Global Training Institute has verified the identity of the applicant.

Purpose of Collection

Global Training Institute, as a Registered Training Organisation, is required by ASQA to collect select personal and sensitive information as a condition of ongoing registration.

The information collected includes, but is not limited to:

- Personal Information: Name, Date of Birth, Address, Phone Number, Email Address etc
- Sensitive Information: Health Conditions, Race, Origin, Credit Card Number
Where required by specific funding contracts other documentation.

Means of Collection

Global Training Institute uses multiple means of collection including but not limited to:

- Enrolment Form
- Expression of Interest
- Website
- Webforms
- Fax
- Email
- Phone
- SMS
- Personal Recording Device

Purpose of Collection

Sensitive Information collected by Global Training Institute will be used to fulfil Governmental requirements as outlined in the Data Provision Act.

Personal Information collected by Global Training Institute will be used to fulfil Governmental requirements as outlined in the Data Provision Act. In addition Personal Information will be used as follows:

By providing personal details to this website you are giving permission for:

1. Your details to be used in the following manner:

- Delivery of requested information, service or product
- customer service,

As appropriate:

- registration for courses,
- login,
- billing purposes,
- Career Enhancement Information and Professional Development Opportunities

This will allow us to customise the website and service to you according best meet you current and future needs.

2. Your personal details may be stored in

- A web based crm which may be hosted outside of Australia.
- A password protected Avettmis compliant Student Management System
- A password protected Learning Management System
- A password protected Electronic Folder
- A locked Filing Cabinet

3. The disposal of your personal information in accordance with Australian Privacy Legislation.

4. Your details are never sold or rented to any third parties. However, where your details are requested in order to download documents from our sponsors, you agree that such details will be provided to the sponsor.

Access To Personal Information

All requests for access to personal information must be in writing and should be addressed to:
Privacy Officer, Global Training Institute: admin@globaltraining.edu.au

Or

Privacy Officer
Global Training Institute
PO Box 377
Palmwoods, Qld, 4555

You will be required to provide evidence of your identity before any information will be disclosed.

Correcting/Updating your personal information

If your details change (such as your email address, postal address, etc) you can update these details via the 'Contact Us Form', alternatively you can send an email request to our Privacy Officer:
admin@globaltraining.edu.au

Complaints

Any and all complaints regarding the collection, storage and use of personal information collected through this website should be directed to the Privacy Officer via: admin@globaltraining.edu.au

Links

The content on the Website may include links to third party external sites. You agree that we cannot be held liable for the content, nature or reliability of any third party links.

Surveys & competitions

From time-to-time the Website will request information from users via surveys or competitions. Participation in these surveys or competitions is completely voluntary and the user therefore has a choice whether or not to disclose any information requested. However, the provision of information may be a condition of entry into such surveys or competitions. Information requested may include contact information (such as name and delivery address), and demographic information (such as postcode or company turnover).

Contact information will be used to notify the winners and to award prizes. Survey information will be used for purposes of monitoring or improving the functionality of the Website.

Liability Disclaimer

Global Training Institute will use all reasonable endeavours to protect and keep confidential any personally identifiable information in its possession in relation to its Members, subscribers or website visitors. If any confidential or personally identifiable information is accessed by a third party, whether by negligence or otherwise of Global Training Institute, its agents, suppliers, contractors, related bodies corporate, affiliates or associated parties, to the extent permitted by law, Global Training Institute is not liable for any loss, damage, costs, liability or other form of contribution.

We are constantly improving the Global Training Institute website and the tools you can use to manage the data that you provide to us. Please refer to this page from time to time to see any new policies about the use of these new features.

Further Information on Privacy

Further information may be obtained on privacy issues in Australia and the protection of your privacy, by visiting the Australian Federal Privacy Commissioner's web site at <http://www.privacy.gov.au/>.

END OF POLICY