

AMC treats all personal records of clients confidentially. In accordance with relevant State and Commonwealth Privacy Acts, AMC is committed to protecting your privacy and your personal information.

It is necessary for AMC to collect personal information about students with their consent. AMC keeps enrolment forms, training schedules and records of assessment on file stored confidentially. State and Federal Training Authorities and AMC will use the information gathered for statistical and reporting purposes and or to claim State and/or Commonwealth Government funding for training. Information will not be disclosed, sold or passed on in any way other than the purposes stated without the consent of the person involved.

Students and trainers are required to notify AMC if personal details change to ensure company records maintain accuracy. Students and trainers have the right to access the personal information recorded at any time upon written request and at a convenient time for both parties.

You are advised that and agree that you understand and consent that the personal information you provide in connection with your enrolment and an application for a USI:

- is collected by the Student Identifiers Registrar for the purposes of:
- applying for, verifying and giving a USI;
- resolving problems with a USI; and
- creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
- the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
- education related policy and research purposes; and
- to assist in determining eligibility for training subsidies;
- VET Regulators to enable them to perform their VET regulatory functions;
- VET Admission Bodies for the purposes of administering VET and VET programs;
- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

AMC Training & Consulting Privacy Policy



- will not otherwise be disclosed without their consent unless authorised or required by or under law.

The privacy notice should include a reference to the Student Identifiers Registrar's Privacy Policy and note that this document contains information about how the individual may:

- access and seek correction of the personal information held about them; and
- complain about a breach of privacy and how such complaints will be dealt with.