



## **S2.04A Privacy Policy**

### **Preamble**

Learning Systems Australia Pty Ltd is committed to protecting the privacy and personal information of its staff and students. This policy covers the collection, maintenance and disclosure of such information.

### **Rationale**

Standards for Registered Training Organisations (RTOs) 2015  
State and National privacy standards:  
Commonwealth Privacy Act  
QLD Freedom of Information Act

### **Principles**

Learning Systems Australia Pty Ltd collects certain personal information from staff and students to facilitate effective and efficient service provision. Learning Systems Australia Pty Ltd ensures the privacy of individuals in the following ways:

- only collects information with the knowledge and consent of individuals
- only uses personal information for the purposes for which it was collected
- **does not** re-sell, distribute, or share personal information to a third party without prior written consent of the individual
- ensures that personal information will not be disclosed to other state institutions or authorities except if required by law or other regulation or with the written consent of the client.
- ensures that demographic and other statistical information is not linked to any personal information that can disclose the identity of an individual

From time to time Learning Systems Australia Pty Ltd may use the contact details of individuals to provide information on its training programs or other activities.

Individuals can gain access to the personal information held by Learning Systems Australia Pty Ltd and provide any necessary corrections.

Learning Systems Australia Pty Ltd has implemented technology and security systems, policies and measures to protect the personal information regarding staff and students from: unauthorised access, improper uses, alteration, unlawful or accidental destruction and accidental loss.

Learning Systems Australia Pty Ltd does not use 'cookies' and does not have plans to implement such technology in the future on our website. (A cookie is a piece of data stored on the customer's hard drive containing information about them.) Some of our business partners may use cookies on our site (for example, advertisers). However, we have no access to, or control over, these cookies.

The web site of Learning Systems Australia Pty Ltd may contain links to other sites. Learning Systems Australia Pty Ltd advises clients that they are not responsible for the accuracy or the privacy practices of other such sites. Learning Systems Australia Pty Ltd encourages clients to be aware when they leave its site, and suggest they read the privacy statements of each and every web site, which collects identifiable personal information.

**Other policies relating to this policy:**

S2.04 Legislative Compliance Policy  
S3.11 Administrative and Records Management Policy  
S6.15 Client Services Policy  
S7.17 Staffing Policy

**Review Date**

This policy should be periodically reviewed and revised. Revisions should be made as and when required. The period between reviews must not exceed 5 yrs. The date for review of this policy is on or before July 2026.

**Signed:** .....

**Name:** Wayne Smith  
**Position:** Chief Executive Officer of Learning Systems Australia Pty Ltd

**Date:** .....