



automotive  
training australia

# Automotive Training Australia Ltd

## Privacy Statement

Automotive Training Australia Ltd will comply with the ten national privacy principles in the handling of personal information of trainees / employees.

1. **Collection** - Automotive Training Australia Ltd will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected.
2. **Use and disclosure** - Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.
3. **Data quality** - Automotive Training Australia Ltd will take all reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date.
4. **Data Security** - Automotive Training Australia Ltd will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
5. **Openness** - Automotive Training Australia Ltd will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.
6. **Access and correction** - The individual will be given access to the information held except to the extent that prescribed exceptions apply. Automotive Training Australia Ltd will correct and up date information errors described by the individual.
7. **Unique Identifiers** - Commonwealth Government identifiers (eg Medicare number or tax file number) will only be used for the purposes for which they were issued. Automotive Training Australia Ltd will not assign unique identifiers except where it is necessary to carry out its functions efficiently.
8. **Anonymity** - Wherever possible, Automotive Training Australia Ltd will provide the opportunity for the individual to interact with them without identifying themselves.
9. **Transborder Data Flows** - The individual's privacy protections apply to the transfer of personal information out of Australia.
10. **Sensitive Information** - Automotive Training Australia Ltd will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.