

Privacy Statement

Broadspectrum Training Services (BTS) is committed to protecting the privacy of your personal information.

This statement outlines how BTS handles your personal information in our systems and files. It does not cover any State, Territory or Commonwealth Government education system or data; you should contact the relevant Government agency for a copy of their privacy policy. In addition to this statement, a *Privacy Notice* is disclosed on BTS enrolment forms.

Where the words 'we' and 'us' are used in this statement, it means Broadspectrum Training Services Pty Ltd.

Your personal information:

- To provide you with training and associated services, we may need to collect personal information such as your name, address, work details, qualifications, and Government identification (e.g. Unique Student Identifier, Drivers Licence).
- If you decline to provide your personal information, BTS may not be able to provide the product or service you requested or enter a business/training relationship with you.

Collection of personal information:

Where a third party arranges training on your behalf, we may collect your personal information directly from them with or without your direct involvement or consent, such as your employer. However, this will not include sensitive information.

Use and disclosure:

We will ensure that the information you provide us remains private and is used only for the purpose you agree. We will only disclose personal information to a third party where one or more of the following apply:

- You have given consent in writing (completing an enrolment form or Third Party – Student Authorisation)
- It is authorised or required by law, or necessary for the enforcement of law
- It will protect the rights, property or personal safety of another person
- The assets and operations of BTS are transferred to another legal entity.

Access to personal information:

You can access the personal information we hold on you, except in the instance that Government legislation requires or authorises the refusal of access. You can access your personal information using your login details to BTS Student Management System (Learner Portal login details provided to you at the time of enrolment).

Storage and security:

We have security measures in place to protect the privacy and security of your personal information. These include:

- Storing electronic information on a secure server with restricted access
- Storing paper-based documents securely on our premises

We will take steps to destroy or permanently de-identify personal information when it is no longer required for any purpose.

Resolving privacy concerns:

If you wish to raise a concern about a privacy matter, you should contact BTS via email:

RTO@broadspectrum.com