

### 1. Purpose

Westvic Staffing Solutions Inc. takes the privacy of students very seriously and complies with the legislative requirements which includes the Privacy Act 1988 (as amended) and the National Privacy Principles (2001).

For our detailed Privacy Policy please refer to the Westvic Staffing Solutions:

- General Business Practices Manual – [GBP 2.3 Privacy policy and collection statement](#)
- Human Resource Policy and Procedure Manual [HR 9.6 Privacy](#)

Student information is only shared with the external agencies such as registering authorities to meet our compliance requirements as an RTO.

All information shared is kept in the strictest confidence by both parties and is available on request. In some cases we are required by law or required by the Australian Quality Training Framework to make student information available to others such as the National Centre for Vocational Education and Research. In all other cases, we will seek the written permission of the student for such disclosure. Where written permission is required, this will be gained by using the Request Form; refer [TSF 206 Information Release Request](#).

### 2. Photography Privacy

At Westvic Staffing Solutions Inc. we recognise that in some circumstances there are sensitivities relating to the taking of photographs. This is particularly relevant to capturing images of children. We may, from time to time, wish to take photos of training activities we are conducting. When these instances arise in an environment external to our training facilities, we will first obtain permission from the premises owner or manager; refer [GBP 3.1.2 Talent Release authority](#).

#### RELATED POLICIES AND REFERENCES

[TSF 206 Information Release Request](#)  
[GBP 2.2 Customer Service Charter](#)  
[GBP2.3 Privacy Policy and Collection Statement](#)  
[GBP3.1 Developing marketing and advertising materials](#)  
[GBP 3.1.2 Talent Release Authority](#)  
[HR 9.6 Privacy](#)  
[HR 9.7 Confidentiality Policy](#)  
[HR 9.15 Summary Dismissal](#)  
[HR 9.17 Child Protection](#)