

RECREATIONAL LICENCING PRIVACY STATEMENT

PURPOSE

Sea School International collects personal information on clients (companies and employers) and participants. Accurate records management and care of personal information is required to comply with privacy legislation as a business, and the Standards for RTO's 2015. Following policy and procedures for privacy will protect participants and clients and manage risk in our business.

PROCESS

- Data is collected on all students enrolling in a course.
- Names collected must be full names, (no nick names), and the Course Completion Report issued will reflect these details.
- The signed enrolment form is the agreement between the RTO and the student.
- The provider (Sea School International) must keep a file for each training and testing session it delivers which must contain:
 - A list of applications who participated
 - The date and location where the training and testing was delivered
 - Vessel registration details
 - A copy of the vessel's log for the duration of the training
 - Completed knowledge tests as used as part of the testing
- The provider (Sea School International) must supply to Roads and Maritime the schedule of training sessions and the testing data and copies of completed answer sheets (both successful and unsuccessful).

Retention of Assessment Items and Archiving Student Records

- All relevant records are filed at the conclusion of the training. There is a checklist in every student file that indicates the records that are retained.
- The files are stored electronically in a secure folder that only the relevant staff have access to
- We are required by Roads and Maritime Services to retain copies of completed Forms for a minimum of 7 years
- When the records are no longer required, they are shredded and disposed.

Use and Disclosure of Information

- Relevant regulatory bodies have access for auditing or other lawful purposes
- Representative agencies of the Government have access for lawful reasons
- As the Provider, Sea School International are required to report regularly to Roads and Maritime the data collected from courses including student information.
- Roads and Maritime and Service NSW may use the information reported and disclose it in order to assess the Applicant's application or verify the information provided or to evaluate the training and/or testing, and in respect of inquiries about maritime accidents and to other agencies responsible for marine management or vessel registration or licensing.

Student Access to Records

- Unless it is unlawful to do so, participants can request access to their personal records.
- Participants can contact the office through the website or by email enquiry@seaschool.com.au.
- There may be an administration fee charged for locating and providing information within a defined number of days.

Identification checking process

- Staff will follow an identification checking process before releasing information. Confirmation of correct information from student ID that is entered into our database from the application form and course details will be used to verify authenticity. This could be:
 - i. Full name, address, date of birth, date and location of course, payments for the course, copy of driver's license, passport and/or birth certificate
 - ii. Other questions about submission of documents for assessment that confirm the participant's participation in the course.
- The files may not be removed or copied without prior request and permission granted by the office.

Employer and Other Organisation Access to Records

- Employers who pay for participants to participate in training and who support workplace or distance training and assessment have the right to ask for access to records. But the student/employee will be advised before any information is released.
- Requests by other organisations for information relating to the student will only be provided as a verification of information provided by that organisation. A request to the student for release of information may be undertaken depending on the circumstances.

Student Consent

I, _____ declare that I consent to Sea School International and Roads and Maritime to use my personal information as disclosed in this privacy statement.

Full Name: _____

Signature: _____

Date: / /