

Privacy Policy and Procedure

1. Introduction

Inspiring Training Academy PTY LTD (ITA) is committed to protecting the privacy of our students, parents/guardians, staff, and stakeholders. This Privacy Policy outlines how we collect, use, disclose, and safeguard personal information in compliance with the *Privacy Act 1988 (Cth)*, the *Australian Privacy Principles (APPs)*, and the *Victorian Privacy and Data Protection Act 2014*.

2. Scope

This policy applies to all personal information collected by ITA through our operations, including in-person training, online learning via Moodle, and communications with students and parents/guardians.

3. Information We Collect

We may collect the following types of personal information:

- **Student Information:** Name, date of birth, contact details, emergency contacts, academic history, assessments, and learning progress.
- **Parent/Guardian Information:** Name, contact details, and relationship to the student (where applicable).
- **Staff Information:** Name, qualifications, employment details, and work history.
- **Technical Information:** IP address, device details, and Moodle usage data.
- **Health Information:** Medical conditions or learning needs that affect training and safety.

4. How We Collect Information

We collect information through:

- Student enrolment forms
- Online learning platforms (Moodle)
- Direct communication via email, phone, and in person
- Assessments, feedback, and surveys
- Website interactions and Moodle activity logs

5. Purpose of Collecting Information

We collect personal information to:

- Provide vocational training and assessment services
- Administer student enrolments and records
- Support student welfare and safety
- Comply with regulatory requirements to the VRQA
- Improve our training and online learning experience

6. Disclosure of Personal Information

We do not sell or trade personal information. We may disclose personal information to:

- Regulatory authorities, such as the VRQA, for compliance purposes
- Employers and work placement providers (with consent)
- IT service providers, including Moodle, for learning management purposes
- Health and emergency services, if required
- Parents/guardians (for students under 18)

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7. Storage and Security

We take reasonable steps to protect personal information from loss, misuse, and unauthorized access. This includes:

- Secure electronic storage with password protection
- Restricted access to sensitive information
- Compliance with Moodle's security protocols
- Data retention policies that align with regulatory requirements

8. Access and Correction

Students and parents/guardians have the right to access and request corrections to personal information. Requests should be submitted in writing to our Privacy Officer at robyn@inspiringbeauty.com.au

9. Online Learning and Moodle

Moodle collects usage data, including login activity and course progress. By using Moodle, students and parents/guardians acknowledge that their data will be processed in accordance with Moodle's privacy policy and our internal policies.

10. Complaints and Enquiries

If you have concerns about your privacy, you can contact our Privacy Officer at:

Robyn Bartley

robyn@inspiringbeauty.com.au

03 9720 1272

91A Boronia Road, Boronia, Vic 3153

Complaints will be addressed in accordance with the *Privacy Act 1988 (Cth)*. If unresolved, you may contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

11. Policy Updates

This policy may be updated periodically. The latest version will be available on our website or upon request.

By enrolling in our RTO and using Moodle, you acknowledge that you have read and understood this Privacy Policy.

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