

PRIVACY POLICY

OHSA is committed to ensuring all personal information obtained from students and clients is stored and managed according to Government legislation.

Objective

This policy outlines how OHSA Occupational Health Services Australia (OHSA) treats student and client personal information as required under the Privacy Act.

Policy

Information that we collect from you is used only for the services that we provide and no client information is shared with other organisations unless required under Law. We agree to collect, manage, use and disclose personal information strictly in accordance with privacy legislation.

On occasions, and as required by law, OHSA may disclose the personal information of participants, staff and clients to organisations outside OHSA, providing such organisations are aware of the Privacy Principal and agree to comply.

The organisations to which we disclose information may include but is not limited to:

- Our professional advisers including accounting auditors and lawyers
- Government and regulatory authorities
- Australian Skills Quality Authority (ASQA)
- ATO (Australian Taxation Office)

Your personal information is used to complete mandatory Registered Training Organisation (RTO) reporting requirements and to provide you with industry updates and promotions via email. You may unsubscribe at anytime to this email service by clicking the 'unsubscribe' link on the email.

The Company may also disclose Personal Information to comply with subpoenas, court orders and other legal processes.

The Company also reserves the right to discuss a student's academic progress/attendance with employers if they have paid your course. If you have paid course fees yourself you must give authority to OHSA to allow this to occur. OHSA will not provide information to employers, or other parties (e.g. family, friends) without your consent, including information on refunds or course certification.

You have the right to access your personal information or to ask OHSA to update your information. Participants may be required to make such requests in writing. The Company reserves the right to charge a 'search fee' for locating access to your information.

If you believe OHSA has breached your privacy you may make a complaint in writing to the Managing Director OHSA, PO BOX 336 Elanora Qld 4221.