



Privacy Policy

Noosa Community Training Centre Inc. (NCTC) is committed to maintaining the privacy and confidentiality of its RTO personnel and participant records. NCTC complies with the *Privacy Act 1988 including the 13 Australian Privacy Principles (APPs)* as outlined in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

As a component of our risk management practices NCTC has conducted a Privacy Impact Assessment for all operations. Mitigation actions from this risk assessment have been implemented for the management of privacy risks at each stage of the information lifecycle, including collection, use, disclosure, storage, destruction and de-identification. Providing an overall framework for our privacy practices, NCTC has developed and implemented this APP Privacy Policy.

NCTC manages personal information in an open and transparent way. This is evident in the implementation of practices, procedures and system we outline in this policy, that ensure our compliance with the APPs and any binding registered APP code, and provide suitable procedures for NCTC personnel to be able to deal with related inquiries and complaints that may be received from time to time.

A detailed version of the policy explaining how NCTC meets the 13 APP's is available on request.

A handwritten signature in blue ink, appearing to read "S. Sattler", is positioned above a horizontal line.

Authorised Officer