

Document No: WSG – RTO-002	Version No: 1.0
Document Title: Australian Privacy Principles (APP) 5 Notice	
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Effective Date: 16/04/2014	Due for review: 16/04/2015

Worksmart Global (WSG) is a registered training organisation (RTO) that collects personal information about individuals for a range of purposes to enable it to carry out its functions.

The RTO's privacy policy is available on the internet at:

<http://www.worksmartglobal.com.au/>

Further details about the collection of your personal information are provided below.

Worksmart Global Pty Ltd Contact database – APP 5 Notice

Who is collecting your personal information?	Your personal information is being collected by Worksmart Global. Our privacy officer handles enquiries and requests relating to the Privacy Act and can be contacted by email on privacy@worksmartglobal.com.au
Collection of your personal information	Your personal information was collected by: <ul style="list-style-type: none"> You volunteering your details to WSG for the purposes of enrolling in short courses. This can be done face to face contact, by mail, telephone or email. Completing Language, Literacy and Numeracy forms Completing AVETMISS data forms
Authority for collection of personal information	WSG uses the VETtrak database to store contact details of WSG clients and staff that have enrolled and completed our accredited training courses.
Why does the Commission collect your personal information?	WSG collects your personal information for the primary purpose of providing RTO services such as: <ul style="list-style-type: none"> Maintaining the VETtrak database with current contact information Providing contact details to send your Statement of Attainment
What would happen if the Commission did not collect your personal information?	If WSG did not collect your personal information, you may miss out on enrolling in our training courses and receiving your Statement of Attainment.

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Who will the Commission disclose your personal information to?	Access to the database is limited to select staff within the RTO. Information from the database is not made available outside of WSG.
Access to and correction of your personal information.	The WSG's privacy policy contains information about how you may access and seek correction of personal information.
Privacy complaints.	The WSG's privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles and how WSG will deal with complaints.
Overseas disclosure of your personal information.	Your personal information will not be disclosed to any overseas recipients.