



BADT POL-18

Privacy & Data Storage Policy

1. Purpose

The purpose of this Privacy Policy is to ensure that the BADT meets its legal and ethical obligations regarding the collection, storage, use, and disclosure of personal information about individuals, companies, and other stakeholders.

This policy aligns with the Privacy Act 1988 (Cth), including the Australian Privacy Principles (APPs), the Student Identifiers Act 2014, the National VET Data Policy, and reflects obligations under the Notifiable Data Breaches (NDB) scheme.

BADT is committed to protecting privacy, maintaining the security of personal information, and ensuring compliance with the Standards for RTOs 2025.

2. Scope

This policy applies to:

- Directors and Board Members
- Authorised personnel and Trainers and Assessors

3. Guiding Principles

BADT commits to:

- Collecting personal information only where necessary for our functions and activities, or as required by law.
- Informing individuals why and how their information is collected.
- Using fair and lawful means to collect personal information, obtaining consent where required.
- Protecting personal information from misuse, interference, and loss, and from unauthorised access, modification, or disclosure.
- Not disclosing personal information to third parties unless authorised or required by law.
- Notifying affected individuals and the Office of the Australian Information Commissioner (OAIC) of eligible data breaches.
- Providing clear avenues for individuals to access and correct their personal information.
- Ensuring third-party service providers comply with privacy obligations.

- Managing personal information in accordance with the National VET Data Policy and AVETMISS reporting requirements.
- Collecting, verifying, and using Unique Student Identifiers (USIs) in compliance with the Student Identifiers Act 2014.
- Seeking consent for any use of personal information in marketing materials or promotions (e.g., photos, testimonials).

4. Collection of Personal Information

BADT encourages individuals to upload all personal information direct to their personal profile via the BADT website unless unreasonable or impracticable. This includes:

- Enrolment applications
- Identification documentation
- Workplace assessments and training records

Types of information collected:

- Personal and contact details
- MDL number and expiry date
- Unique Student Identifier (USI)

Consent is obtained for the collection of sensitive information via application form, except where exemptions apply.

BADT collects and reports personal information as required under the National VET Data Policy and AVETMISS for regulatory reporting to the National Centre for Vocational Education Research (NCVER) and relevant funding bodies.

Personal information is held in Australia and BADT does not use services or third parties where personal information is held or accessible by overseas recipients (as defined at APP 8.5).

5. Use of Personal Information

BADT uses personal information to:

- Manage course enrolments
- Verify DTMI eligibility
- Verify and manage USI
- Comply with legal and regulatory obligations
- Report training activity in accordance with the National VET Data Policy and AVETMISS

BADT honours the right of members and stakeholders to opt out of marketing communications at any time.

Where personal information is collected for use in marketing materials or promotional activities (including photographs or testimonials), informed consent is obtained prior to use.

6. Disclosure of Personal Information

BADT will not disclose personal information without consent, unless:

- Required by law
- Necessary to prevent a serious threat to life, health, or safety
- Permitted under this policy

BADT may share student information with:

- Registered training authorities
- Industry licensing bodies
- NCVER and funding bodies, in compliance with the National VET Data Policy

BADT will never sell or rent stakeholder information for commercial gain.

7. Data Security and Storage

BADT stores personal information securely:

- Electronically in password-protected environments
- Physically in secure locations

Only authorised staff and service providers have access to personal information.

Record retention:

- MDL & 2nd for of ID: posted weekly to DTMI
- Student MDL details and ID documents removed from website automatically 1yr upon course completion
- Student assessment evidence: 5 years post-completion
- AQF certification documentation and attainment records: minimum 30 years (as per regulatory requirements)

Any information processed outside BADT or offsite must comply with this policy and maintain confidentiality.

8. Access and Correction

Individuals can access and request correction of their personal information by contacting the BADT at bookings@badt.com.au.

Requests will be verified (e.g., photo ID). Records will be provided within ten business days. No charge applies for access, though fees may apply for physical copies.

If information is incorrect, BADT will promptly correct it and confirm the update.

9. Data Breach Notification

In the event of a data breach likely to result in serious harm, BADT will notify affected individuals and the OAIC, in accordance with the Notifiable Data Breaches (NDB) scheme.

10. Privacy Complaints

If you have concerns about how BADT has handled your personal information, please contact manager@badt.com.au.

Complaints will be managed in accordance with the BADT Complaints & Appeals Policy.

If you are not satisfied with the response, you may escalate your complaint to the OAIC at:

- Website: oaic.gov.au
- Phone: 1300 363 992

11. Related Documents

- Constitution and By-Laws
- Complaints & Appeals Policy
- National VET Data Policy [External]

VERSION	DATE	CREATED/AMENDED BY	COMMENTS/AMENDMENTS	RESPONSIBLE PERSON
0.1	13/10/26	RTO Admin	Policy created	Mg Director