

Privacy and Personal Information Policy

Document Code / ID:	POL-DTECH-007
Target Scope:	D-Tech Instructor Training Pty Ltd (All Operations & Enrolments)
Applicable Standards:	Privacy Act 1988 (Cth), Australian Privacy Principles (APPs), Student Identifiers Act 2014, and National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (Information and Transparency Standard)
Owner / Approver:	Chief Executive Officer / Director
Release Date & Version:	September 2026 Version 1.0
Review Cycle:	Annual (Next Scheduled Review: September 2027)

1. Executive Policy Purpose & Privacy Principles

D-Tech Instructor Training Pty Ltd is committed to protecting the privacy, confidentiality, and security of all personal and sensitive information collected from students, employees, and stakeholders in strict compliance with the Privacy Act 1988 (Cth), the 13 Australian Privacy Principles (APPs), the Student Identifiers Act 2014, and the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025.

This policy applies across all administrative records, enrolment diagnostics, online learning portals, and in-cabin dual-control practical training operations conducted at 19 Bromus Street, Marsden Park NSW 2765 and nominated operational zones.

2. Collection, Use & AVETMISS Reporting

2.1 Types of Information Collected:

D-Tech Instructor Training collects personal and sensitive data necessary to deliver training services, verify statutory prerequisites, and satisfy Commonwealth and State reporting mandates. This includes:

- Identification details (full legal name, date of birth, residential address, contact numbers, email).
- Licensing and regulatory clearances (Transport for NSW driver licence, TfNSW Eligibility Letter, Commercial Fitness to Drive medical assessments, National Police Check, and Working With Children Check).
- Academic and language assessments (Pre-Training Review logs, ACSF Level 3 LLND diagnostic outcomes, and prior educational records).
- Financial records (tuition fee invoices, milestone receipts, and payment transaction logs).

2.2 Standard VET Privacy Notice & Mandatory Data Reporting:

Under the National VET Data Policy and AVETMISS reporting standards, D-Tech Instructor Training is legally required to collect and disclose student personal information and training activity data to the National Centre for Vocational Education Research (NCVER). NCVER may use, handle, and disclose this information for:

- Administration of the VET system, qualification validation, and authenticating student records.
- VET-related surveys, research projects, and policy formulation.
- Verifying training progress and outcomes with ASQA and Transport for NSW.

2.3 Student Identifier (USI) Protections:

In accordance with the Student Identifiers Act 2014 and Section 12 of the Compliance Requirements:

- Unique Student Identifiers are collected solely for the purpose of validating candidate identity via the official USI Registry and recording accredited training outcomes.

USIs are securely stored with encrypted access controls and will never be displayed on publicly visible documents, Testamurs, or Records of Results.

3. Storage, Information Security & Data Retention

3.1 Digital and Physical Safeguards:

- All digital records are managed inside role-restricted, cloud-hosted Student Management System (SMS) databases employing AES-256 bit encryption and SSL secure transmission protocols.
- Paper-based intake files and assessment observation rubrics are scanned into the secure student electronic profile and physically archived in locked, fire-resistant storage at 19 Bromus Street, Marsden Park NSW.

3.2 Notifiable Data Breaches (NDB) Scheme:

In the event of an actual or suspected data breach involving unauthorised access, disclosure, or loss of personal data likely to result in serious harm, D-Tech Instructor Training will execute its Data Breach Incident Procedure, assess the breach within 30 days, and formally notify the Office of the Australian Information Commissioner (OAIC) and affected individuals as legally required.

4. Access, Correction & Record Integrity (APPs 12 & 13)

- Access to Records: Current and past learners have the right to access their personal information, enrolment records, and verified assessment outcomes at any time. Formal access requests must be submitted in writing to admin@dtechinstructortraining.com.au and are fulfilled within 14 calendar days at no charge.
- Correction of Details: Where an individual establishes that personal information held by D-Tech Instructor Training is inaccurate, out of date, or incomplete, the RTO will update its records within 5 business days upon receiving verified proof of identity.

5. Privacy Inquiries, Complaints & Contact Information

Privacy Officer / RTO Director

D-Tech Instructor Training Pty Ltd

Physical Address: 19 Bromus Street, Marsden Park NSW 2765

Telephone: 0468 525 626

Email: admin@dtechinstructortraining.com.au



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ACN: 700 951 962

19 Bromus Street, Marsden Park NSW 2765

Web: www.dtechinstructortraining.com.au

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If a complainant is not satisfied with the RTO's internal resolution, they may lodge a formal grievance through D-Tech Instructor Training's Complaints and Appeals Procedure (POL-DTECH-001) or escalate the matter to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.