



## PRIVACY AND CONFIDENTIALITY

- We are committed to maintaining your privacy and confidentiality at all times and abide the State Privacy and Personal Information Protection Act 1998 and the Federal Privacy Act 1988.
- If you wish to view your training and assessment records all you need to do is contact your Training Officer and make suitable arrangements. Your request must either be in writing or in person so that we can assure the authenticity of the request.
- Your details and other information recorded are protected by the Greenacres Disability Services Privacy, Dignity and Confidentiality Policy as well.
- In cases where your employer has paid for your training and assessment we will request that you sign a Disclosure of Progress Form to allow us to discuss your course progress with your employer.