



## PRIVACY POLICY

In accordance with the Privacy Act 1988 and the Privacy Act Amendments 2014, Australian College of Hypnotherapy is committed to protecting your privacy and your personal information.

It is necessary for Australian College of Hypnotherapy to collect personal information about you and does so by getting you to complete Australian College of Hypnotherapy Enrolment form at your induction. The Australian Skills Quality Authority (ASQA), Department of Education, State Training Services, NCVET and Australian College of Hypnotherapy will use the information gathered for statistical and reporting purposes. It may also be used to claim State and/or Commonwealth Government funding for your training. We will not disclose, sell or pass on your personal details in any way other than the purposes stated without your consent.

Personal information is collected solely for the purposes of our operation as a Registered Training Organisation and is stored in ACH's OLC.

If at any stage your personal details change throughout the course of your training, inform your trainer/assessor so that your details can be amended, please use the Change of Circumstances Form. You have the right to access the personal information recorded at any time and provide any necessary corrections. Please contact your trainer/assessor.

Access to a copy of student or team member's records by a third party can only be obtained by written permission of the relevant person whose file has been requested. Such permission will also identify those sections of the file to be available.

All reasonable steps are taken to protect personal information from misuse, loss, unauthorised access, modification or disclosure including restricted access to electronic files, secure storage of paper files and secure backup of data.

At enrolment students are required to access the [usi.gov.au](http://usi.gov.au) to obtain their unique student Identifier number (USI). They are required to submit their USI to the student coordinator for the purposes of maintaining ACH electronic records for the collection of data by Commonwealth and State Government Departments and Agencies.

A copy of our privacy policy will be provided to you and discussed at your induction or is available from the administration team.

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