



WEBSITE PRIVACY POLICY

"We respect your privacy, please respect ours"

Copyright

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Privacy

JET respects the privacy of all visitors' personal information by adhering to privacy laws.

Disclaimer

- Whilst JET endeavours to provide timely and accurate material on this website, we give no warranty and accept no responsibility for its accuracy. No reliance should be made on this material and all users should confirm with the originating body for the accuracy of the material.
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Students, Employees, Third Parties

Where employees, students and third parties are permitted to use communication equipment for private use, it is acknowledged that:

1. The phone company and JET keep records of telephone call numbers called.
2. Copies of emails sent and received are kept in system back ups and may be accessed by staff and contractors.
3. Internet sites visited are recorded and may be kept as part of the computer back up.
4. Information may be passed on to JET communications contractors and financial and legal advisors.
5. Records will be destroyed when no longer required for computer back up, SRB obligations, accounting or taxation purposes.
6. Student academic details will only be issued to other Registered Training Organisations (RTO) and prospective employers upon receiving consent from the student and this consent must be in writing.
7. JET may disclose information to third parties that provide services under contract. These contracts require the third party to keep personal information confidential and secure.
8. JET information to Commonwealth and State Agencies pertaining to the Training and Skills Act and Education Services for Overseas Students Act 2000. JET/SITE Academy will advise student before information is provided to an Agency.

JET comply with the National and International Privacy Principles

We have a privacy policy which

- ensures the security of your private information
- lets you know what information we have about you and how long we keep it
- allows you to access information and correct it

Reporting breaches of privacy

All staff, students or third parties must report breaches of privacy policies and record them on the Breach of Privacy Register including:

- Student involved
- Staff member involved
- 3rd Party involved
- Description of breach
- Action taken

Summary of National and International Privacy Principles

Collection. Collection of personal information must be fair, lawful and not intrusive. A person must be told the organisation's name, the purpose of the collection, that the person can get access to their personal information and what happens if the person does not give the information.

Use/Disclosure. An organisation should only use or disclose information for the purpose for which it was collected unless the person has consented, or the secondary purpose is related to the primary purpose and a person would reasonably expect such use or disclosure.

Data Quality. An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

Security. An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Openness. An organisation must have a policy document outlining its information handling practices and make this available to anyone who asks.

Access. Generally speaking, an organisation must give an individual access to personal information it holds about that individual on request.

Government Identifiers. Generally speaking, an organisation must not adopt, use or disclose an identifier that has been assigned by a Commonwealth government agency. (i.e. must not use tax file, Medicare or pension numbers but ABN is allowed)

Anonymity. Organisations must give people the option to interact anonymously whenever it is lawful and practicable to do so.

Transborder data flows. An organisation can only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.

Sensitive information. An organisation must not collect sensitive information unless the individual has consented, it is required by law – or in other special circumstances, for example, relating to health services provision and individual or public health and safety.

See the Guidelines to the National Privacy Principles at www.privacy.gov.au