

DPI AgTrain PRIVACY POLICY

DPI AgTrain collects personal information for the purpose of coordinating its training courses and workshops. The use of personal information gathered is strictly for this purpose. The information collected is used for processing enrolment and assessment results; communication, including mail outs for other training opportunities, occasionally it will also involve telephone communication.

At times certain personal details will be provided to trainers and presenters for the sole purpose of involvement in a single course / workshop. All trainers and presenters are briefed on the DPI AGTRAIN privacy policy and their individual obligation in ensuring the privacy of client personal information.

Personal information will only be used for the primary purpose for which it is collected or a related secondary purpose you would reasonably expect.

Personal details will be used for compliance and reporting to Skills Victoria (formally Office of Training and Tertiary Education - OTTE). For any other purpose, written consent from the person will be sought.

Failure to provide details may jeopardise your acceptance into a course.

All reasonable steps will be taken to ensure personal information is protected from misuse, loss, unauthorised access, modification or disclosure. An individual can request access to their records by writing to the Education Officer or by requesting a form from dpiprivacy.enquiries@dpi.vic.gov.au.

Further information on the Department of Primary Industry's privacy policy that governs DPI AgTrain can be found at:

www.dpi.vic.gov.au/privacy-policy

For general information on Privacy Victoria visit:

www.privacy.vic.gov.au