

Institute of Building Technology Western Australia

YOUR PRIVACY IS IMPORTANT TO BTWA

BTWA's Privacy Policy is our commitment to protecting your personal information. We comply with the new Australian Privacy Principles so you can continue to feel confident and secure when you do business with us.

The updated policy covers:

Why BTWA needs personal information and what types we collect

- How we protect your personal information
- Who can access your personal information
- How you can contact us to find out more about your personal information
- What to do if you have concerns about your privacy

Privacy Policy

Statement on the Use of Your Personal Information

As a Registered Training Organisation in Australia, Builders Training of Western Australia (BTWA) may submit information through the Australian RTO reporting requirements.

BTWA is covered by the *Privacy Act 1988*, which came into operation 21 December 2001.

In accordance with our obligations under the Privacy Act, this document advises you of the manner in which your personal information is handled at BTWA.

We respect the privacy of your personal information but in certain circumstances may be required to provide such information to the relevant bodies.

BTWA may disclose the information that you have provided on both your application form and during the period of your course to the following: AQTF, AQF, TAC and Training Markets for the purposes of legislative reporting.

We collect your personal information in order to complete the application for funding and / or RAPT reporting. If you do not provide all of the required information, the application may not be considered for approval. Not providing us with your information will restrict a funding application for your studies if applicable.

BTWA will communicate with you about your application and your training while enrolled at BTWA, on occasion general information about future training and / or services we offer.