

PRIVACY POLICY

Dental Assistant Training Solutions is committed to maintaining the confidentiality and security of the information you provide to us.

Collection of student information

Personal information is collected when you complete your enrolment form. Personal information will also be collected when you provide any further information about yourself to your trainer, your assessor or Dental Assistant Training Solutions staff or contractors.

Management of student information

Dental Assistant Training Solutions trains its employees to respect the confidentiality of personal information and the privacy of individuals at all times. Dental Assistant Training Solutions treats breaches of your privacy very seriously and any breach will result in disciplinary action being taken.

Security of student information

Student records will be stored in a secure manner to ensure confidentiality is maintained at all times.

Release of student information

A student's personal information collected by Dental Assistant Training Solutions will not be released to a third party without written authority from the student, with the following exceptions:

- Where disclosure of the information is for the purpose for which it is collected, eg State Training Services, Australian Apprenticeship Centres, accrediting bodies and Centrelink
- Where disclosure of the information is necessary to prevent or lessen a serious or imminent threat to the life or health of the student concerned or to another person.

Once a student completes training, information will not be released to the student without proof of identity, including photo ID.

Retention of student records

Student records of qualifications and Statements of Attainment will be retained for a period of 30 years. Student records will be kept for a period of two 2 years from the training completion date.

Disposal of student records

Student records will be disposed of by shredding or placement in a designated Secured Document Waste Bin and destroyed by a Secure Document Destruction Service company.

Information collected when you browse our website

When you visit our website you do so anonymously and the only information collated about our website is anonymous statistical data.

If you have further concerns

If you require any further information regarding this policy please contact Dental Assistant Training Solutions. by:

Post Level 1, 366 Hunter Street Newcastle NSW 2300
Email contact@datraining.com.au
Phone (02) 4929 7411