



Confidentiality and Privacy

In accordance with the Privacy Act (1988) Avidity Training and Development has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Avidity Training and Development will only use personal information for the purpose for which it is collected i.e. to enable the provision of your training.

Avidity Training and Development may be requested to provide your personal information to:

- another RTO;
- government departments;
- medical practitioners;
- people providing services to Avidity Training and Development, including specialist visiting trainers.

Avidity Training and Development will not send personal information about you to anyone else without obtaining your written consent. If you have any concerns, please raise them with your trainer or follow the Complaints Process. A full copy of Avidity Training and Development' Privacy Policy is available upon request.