FACT

First Aid Certification & Training

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ID VERIFICATION POLICY

This policy is designed to inform students undertaking training at First Aid Certification and Training. This policy outlines the rights of the students and the duties of the Staff at First Aid Certification and Training.

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WHAT IS ID VERIFICATION?

At FACT Adelaide, Identity Verification is used to associate the identity of enrolling student. We need to verify authenticity of physical identity with documents.

TYPES OF ID ACCEPTED

Acceptable documents include:

- Driver's License
- Passport
- Proof of Age and/or
- Student Id.

All proof of identities require a person's full name, date of birth and photograph. For certain courses, we may require specific evidence of pre-requisites. This may include:

- Electrical License and/or
- Parent/Guardian consent forms (for those under the age of 18)

PERSONAL INFORMATION STORAGE

FACT will only collect necessary information pertaining to one or more specific operations. The student will be informed as to the purpose for which details are being collected. We will ensure student personal information is not used or disclosed for secondary purposes without obtaining explicit consent from the student, unless a prescribed exception applies.

We will take all reasonable measures to ensure that all students' personal information that is collected, used or disclosed is accurate, current and complete. We will take all reasonable measures to ensure all collected students' personal information is protected from misuse, loss or damage, and that all data and record storage is secure from unauthorised access, modification or disclosure.

Every assessment submitted along with proof of identification will be retained for a minimum period of six (6) months. Individual student records will be stored in a lockable steel filing cabinet in a locked secure office area. At the expiration of six (6) months period, the student's assessments will be scanned and stored electronically for thirty (30) years. The electronic records are stored utilising AVETMISS compliant software and access is restricted by a password system.