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### THIRD PARTY 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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## PRIVACY

FACT considers student privacy to be of utmost importance and will practice a high standard of care and concern in regard to maintaining student privacy in all aspects of business operations. Any persons external to the organisation acting on behalf of FACT are made aware of the confidentiality procedures and privacy policies prior to commencing work with FACT.

FACT will comply with all legislative requirements including the Privacy Act 1988 (Commonwealth) and the Australian Privacy Principles (2014). [www.privacy.gov.au](http://www.privacy.gov.au). FACT ensures no student information is disclosed without the student's consent, except where required by law or in adherence to the Standards for RTOs. Student consent must be obtained in writing from the student, unless the student is under the age of 18 years, in which case written consent from their parent or guardian must be obtained. Consent to disclosure of information forms and/or letters will be recorded.

## THIRD PARTY RELEASE

If a third-party form is required where a third party requests information pertaining to a student that has not:

- Been listed as an employee of said third party
- Had prior arrangements approved

The forms are available on our website [www.factadelaide.com](http://www.factadelaide.com) or by request.