



Australian Institute *of*
Technology Transfer



AITT Privacy Policy

AITT RTO [50834](#)

AITT recognises the importance of your privacy and understands concerns about the security of personal information. This policy describes how AITT manages personal information and safeguards privacy.

December 2025

V3.0

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Policy Title: AITT Privacy Policy

Policy Owner: Chief Executive Officer

Policy Version: 3

Approval Date:

Review Date:

1. Purpose

2. Scope

This policy applies to personal information collected and held by AITT in connection with:

- enquiries from prospective students
- student enrolment and participation
- program administration and academic records
- communications between individuals and AITT

AITT may collect information electronically or in hard copy and may record communications with students or potential students.

Qualification Code	Qualification Title
BSB30120	Certificate III in Business
BSB40120	Certificate IV in Business
BSB50120	Diploma of Business
BSB50420	Diploma of Leadership and Management
BSB50820	Diploma of Project Management
BSB50920	Diploma of Quality Auditing
CHC30125	Certificate III in Early Childhood Education and Care
CHC50125	Diploma of Early Childhood Education and Care
TAE40122	Certificate IV in Training and Assessment
11263NAT	Certificate III in Work Skills for Career Enhancement and Management
11264NAT	Certificate IV in Work Skills for Career Enhancement and Management

3. Legislative and Regulatory Context

AITT is committed to meeting privacy obligations under the Privacy Act 1988 (Cth) (including the Australian Privacy Principles (APPs)), and meeting privacy expectations applicable to RTO operations under the National Vocational Education and Training Regulator Act 2011 and the Standards for Registered Training Organisations (RTOs) 2025.

4. Collection of Personal Information

AITT will only collect personal information by fair and lawful means and only where it is necessary for AITT's functions as an RTO.

Personal information may be used for:

- providing information about study opportunities
- program administration
- academic information and maintaining proper academic records

5. Use and Disclosure of Personal Information

5.1 Disclosure to Government and Designated Authorities

Personal information about students may be shared with the Australian Commonwealth Government and relevant State Governments (including for state-funded public training) and other designated authorities. This may include personal and contact details, program enrolment details and changes, and any disclosed disability information required for reporting purposes.

Any person or organisation to whom personal information is disclosed is required not to use or disclose the information for a purpose other than the purpose for which it was supplied.

5.2 No Sale or Marketing Misuse

AITT does not sell personal information and does not disclose personal information to external companies or third parties for promotions independent of the RTO. Personal information will be destroyed when there is no longer a legitimate purpose for retaining it and required retention periods have been met.

5.3 When Disclosure May Occur

AITT will not disclose personal information to another person or organisation unless:

- a) the individual is reasonably likely to have been aware, or made aware, that information of that kind is usually passed to that person or organisation;
- b) the individual has given written consent;
- c) AITT believes on reasonable grounds that disclosure is necessary to prevent or lessen a serious and imminent threat to life or health; or
- d) disclosure is required or authorised by law.

6. Security of Personal Information

AITT takes reasonable steps to ensure personal information collected is relevant to the purpose for which it was collected and is up to date and complete.

AITT stores records containing personal information securely and takes reasonable security measures to protect personal information from unauthorised access, misuse, loss, or disclosure.

Where personal information is submitted digitally (e.g., online forms, applications, email), it is collected and used for the purposes it is provided (for example, processing an enquiry). AITT may also use the information to provide or offer further services and products and manage business relationships.

7. Website and E-Learning Use

People using AITT websites and e-learning sites may do so aware that the sites do not collect information of a personal nature from such visits.

8. Right to Access and Correct Records

Individuals have the right to access or obtain a copy of the personal information AITT holds about them. Requests must be made in writing and individuals must provide two (2) acceptable forms of identification to verify identity.

There is no charge to access personal information; however AITT may charge a fee to provide a copy. Individuals will be advised how they may access or obtain a copy and any applicable fees within 10 days of receiving the written request.

If an individual believes their personal information is incorrect, incomplete, out of date, or misleading, they may request an amendment. Where the record is found to be inaccurate, a correction will be made. Where AITT believes the record is accurate, the request for amendment will be noted on the record.

9. How to Make a Privacy Request

Written requests for access to, or to obtain a copy of, personal information held by AITT should be sent to:

Australian Institute of Technology Transfer
Suite 2 No 4 Brodie Hall Drive
Bentley
Western Australia 6102

10. Monitoring and Review

AITT monitors the effectiveness of this policy through:

- Internal audits and compliance monitoring
- Review of privacy requests, corrections, and complaints
- Incidents relating to privacy, data handling, or unauthorised disclosure
- Continuous improvement actions arising from feedback and monitoring

This policy is reviewed:

- At least annually
- When there are changes to legislation, regulatory requirements, or RTO standards
- Following privacy incidents, complaints, or audit findings

11. Approval

Policy Title AITT Privacy Policy

Policy Owner CEO – Hanif Kuthubutheen

Policy Version 3

Approval Date Dec 2025

Review Date Jan 2026

Approved By CEO – Australian Institute of Technology Transfer (AITT)

Signature  _____

Hanif Kuthubutheen

Chief Executive Officer

AITT