

PRIVACY POLICY

Personal information is collected for the primary purpose of flight training, mainly via the enrolment form. Notwithstanding the relevant provisions of the Privacy Act 1988 LTF undertakes to abide by the following Policy:

1. The ESOS Act 2000 and the National Code 2018 ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities.
2. VET provider requirements under ASQA to collect and report “Total VET Activity” data. This includes full Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data, in accordance with the National VET Provider Collection Data Requirements Policy and National Standards for RTO’s 2015.
3. Requirements under the VET Student Loans Act 2016 and VET Student Loans Rules 2016 for data gathering and reporting purposes.

Personal Information Collected by LTF

- a) All personal information gathered, as required by Civil Aviation Safety Authority and of the normal administration of LTF such as name, date of birth, home address, email address, and phone number
- b) All personal information with regards to next of kin for the purposes of notification in the event of an emergency
- c) Most information is gathered directly from the person however from time to time it may be required to collect information from a third party. When it is required to gather information in this way you will be asked to give written consent.

Sharing of your personal details

- a) LTF undertakes that no personal information gathered, shall be used for any other purpose than that stated to you.
- b) Information shall not be passed to any third party without your knowledge and consent.
- c) We may pass on your information to a third party in limited circumstances when authorised under law.
- d) When your information is passed to a third party, we require that they comply with the Australian Privacy Principles in the Commonwealths Privacy Act 1988.

If you wish to seek access to your personal information or enquire about the handling of your personal information, please see the Student Support Officer in the first instance.

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Consent

LTF will assume that, unless you advise otherwise, you consent to the collection of the information that you provide to LTF (either directly or indirectly) for use and disclosure by LTF in accordance with our Privacy Policy.

LTF will only collect sensitive information (which is a category of personal information that includes information about things like health, religion etc.) from you with your consent and where it is reasonably necessary for LTF to provide you with services or carry out services or activities.

LEGISLATIVE AUTHORITY

[Standards for RTO's 2015](#)

[Privacy Act 1988](#)

[High Education Support Act \(HESA\) 2003 \(Cth\)](#)

[VET Student Loans Rules 2016](#)

[VET Student Loans Act 2016](#)

APPROVAL AND REVIEW DETAILS

APPROVAL AND REVIEW	DETAILS
Approval authority	Chief Executive Officer
Committee to approve	Compliance Committee
Administrator	RTO Manager
Next Review	December 2022
Version	1.0 Jan 22