

## Privacy Policy

### Policy Statement

ATI-Mirage will only collect personal information by fair and lawful means.

ATI-Mirage is dedicated to protecting the privacy and personal information of all staff, students, and clients. We are committed to collecting, using, and managing personal information in a fair, lawful, and transparent manner, in compliance with the Privacy Act 1988.

This policy ensures that personal information is handled responsibly, securely stored, and used only for the purposes for which it was collected. ATI-Mirage respects the rights of individuals to access and control their personal information while safeguarding it from misuse or unauthorized disclosure.

### Scope

This policy applies to:

- All staff, students, and clients of ATI-Mirage.
- Third-party providers acting on behalf of ATI-Mirage.

The policy covers:

- The collection, use, and storage of personal information.
- Procedures for securing personal information.
- Guidelines for disclosing personal information to third parties.
- Collection of Personal Information
- Personal information collected may include:
  - Full name
  - Gender
  - Date of birth
  - Country of birth
  - Nationality
  - Residential address
- Course Information:
  - Agreed course start date and whether the student commenced as expected
  - Expected completion date
  - Changes to course identity, duration, or early termination of enrolment
- Tuition Fees Information:
  - Records of tuition fee prepayments, including covered periods
  - Estimated total course costs

## **Security of Personal Information**

ATI-Mirage takes all reasonable steps to:

### **1. Limit Access to Unauthorised Personnel**

Access to information is strictly limited to authorised personnel who require it to perform their duties and deliver our services. All authorised personnel are:

- a. Appropriately trained in information security and privacy practices.
- b. Required to adhere to strict confidentiality agreements and organisational policies.
- c. Only permitted to access and use information for its intended purpose.

### **2. Implement Security Measures**

We employ a range of technical, administrative, and physical safeguards to protect information, including:

- a. Secure systems and encryption protocols for data storage and transfer.
- b. Access controls, such as password protection and multi-factor authentication.
- c. Regular audits and monitoring of access to ensure compliance with policies.
- d. Immediate action plans for managing and mitigating any suspected security breaches.

### **3. Make Commitments to Purpose-Driven Use**

We ensure that all information collected is used solely for the purposes for which it was provided. Unauthorised use, sharing, or disclosure of information is strictly prohibited and subject to disciplinary actions and legal consequences.

### **Continuous Improvement**

We regularly review and enhance our information security practices to align with industry standards and comply with relevant legal and regulatory requirements.

### **Disclosure of Personal Information**

ATI-Mirage will not disclose personal information to third parties without prior written consent from the individual, except where required by law.

Personal information is used solely for providing training, administrative, and support services.

### **Compliance with the Privacy Act 1988**

ATI-Mirage adheres to the Privacy Act 1988, ensuring compliance with all legal requirements regarding the collection, use, and management of personal information.

This policy reflects ATI-Mirage's commitment to upholding the privacy and confidentiality of all individuals associated with its services.

**Modification History**

<b>Version No.</b>	<b>Issue Date</b>	<b>Nature of Amendment</b>
Version 1.0	15 <sup>th</sup> August 2012	Procedure Developed
Version 2.0	27 <sup>th</sup> July 2016	Additional information included
Version 2.1	18/4/2019	New logo, no further revisions made. Review at next internal audit.
Version 2.2	20/11/2024	Rebranding and updated to reflect current systems and requirements