

Collection of information

IPI Learning only collects information from you that is relevant to its training and assessment activities. At the time of collection IPI will explain why the information is requested, how and why the information is used and parties to whom this information may be disclosed.

Privacy considerations are explained to learners at induction. Information will also be provided about individual rights to access and correct information.

Information and data is processed in order to meet IPI Learning' reporting obligations to its accrediting and funding bodies. The individual needs of our staff, learners and customers are respected and data gathered is held securely to prevent any security breaches.

Use and disclosure

IPI Learning will not divulge any personal information to a third party for any reason other than:

- for the primary purpose for its collection (that is, for training-related activities and for authorised reporting purposes)
- with the consent of the individual
- as required by law

Note that where training has been funded by a learner's employer, IPI Learning will make available when requested details of registration, training, attendance and assessment to a learner's employer. If a learner does not want this information made available to their employer they must advise IPI Learning in writing at the time of registration.

Data quality and security

IPI Learning makes every reasonable effort to ensure the information collected is complete, accurate and current.

IPI Learning takes all reasonable steps to ensure that information is protected from misuse, or unauthorised access, modification or disclosure. Information not required will be destroyed in accordance with appropriate legislation.

Access and correction

When so requested, IPI Learning will endeavour to provide its staff and customers with full and complete details of their personal information held. Wherever possible staff, trainees and customers will be given access to their personal information in a reasonable time from request.

Should you determine that personal details about you are incorrect, you can submit an application to have this personal information reviewed and corrected.

IPI Learning respects the privacy rights of individuals (staff, learners and customers) to security, privacy and service with regard to the personal information they supply to IPI and data gathered in relation to training.