
Privacy Policy

Sydney Metro College (SMC) takes the privacy of our students, trainers, and agents very seriously and will comply with all legislative requirements, including the Privacy Act and National Privacy Principles (2001).

Sydney Metro College ensures that the privacy of staff members, students, and its agents is protected by law. Staff members are prohibited from seeking to obtain private information about students or other staff members without consent and from revealing private information about staff and students without appropriate authorisation, unless when they are required to do so under the law.

To comply with the law and the Standards for Registered Training Organisations (RTOs) 2025, Sydney Metro College will be required to share your personal information with the respective government agencies. In all other cases, Sydney Metro College will seek the written permission of the participants.

This policy ensures the protection of personal information in compliance with legal requirements, promoting transparency and trust within Sydney Metro College.

SMC's Privacy Principles are defined below:

1.0 Collection

SMC will only collect the information necessary for one or more of our functions. Individuals will be informed of the purposes for which the information is being collected.

2.0 Use and Disclosure

Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or where a prescribed exception applies.

3.0 Data Quality

SMC will take reasonable steps to ensure that the personal information we collect, use, or disclose is accurate, complete, and current.

4.0 Data Security

SMC will take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification, or disclosure.

5.0 Openness

SMC documents how we manage personal information. Upon request, we will explain the information we hold, its purpose, how we collect, its use, and disclosure.

6.0 Access and Correction

Upon written request, individuals will have access to the information held about them, except where prescribed exceptions apply. SMC will correct and update information errors identified by the individual.

7.0 Unique Identifiers

Commonwealth Government identifiers (such as Medicare numbers or tax file numbers) will only be used for the purposes for which they were issued. We will not assign unique identifiers except where it is necessary to conduct our functions efficiently.

8.0 Anonymity

Wherever possible, SMC will provide individuals with the opportunity to interact with external agencies without identifying themselves.

9.0 Trans-border Data Flows

The individual's privacy protections will apply to the transfer of personal information out of Australia.

10.0 Sensitive Information

SMC will seek the consent of the individual when collecting sensitive information such as health information, racial or ethnic background, or criminal records.