

Australian Unmanned Systems Academy

Privacy Policy

The Australian Unmanned Systems Academy (AUSA) manages personal information in line with the Information Privacy Act 2009.

(<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-014>).

Unless stated otherwise, we collect and manage your personal information as described on this page. 'Personal information' may include your name, address, phone number, email address, age, gender, your school, government-related student identifiers, your employer, and your position title.

You are not required to provide any personal information to us. If you do not do so, it may affect your ability to fully access products and services offered on the site.

Collection of personal information

AUSA only collects personal information necessary to perform the company's primary function of delivering Aviation Courses and related training.

Through the Australian Unmanned Systems Academy e-Learning system (Axcelerate) our student management system (Axcelerate), we may ask you to provide personal information. We will only do this:

- To be able to meet your needs (e.g. enrolment, service provision)
- To provide customer support
- To notify you about changes to our courses or course delivery
- To allow you to participate in interactive features of our courses when you choose to do so
- To gather analysis or valuable information so that we can improve our service delivery
- To detect, prevent, and address technical issues
- To provide you with news, special offers, and general information about other goods, services, and events that we offer that are similar to those that you have already purchased or enquired about.
- If required by law.

Use and disclosure of personal information

We will not add you to a mailing list or give your personal information to third parties without your consent unless required by law.

We may disclose personal information:

- For the purposes of informing teachers, assessors, and our industry partners about course progression and completion status.
- To verify personal information details upon request from third parties, such as completion of courses, a request from a potential employer verifying a qualification, and further enrolment into another institution.
- To comply with our legal and regulatory obligations, including disclosure and reporting to Commonwealth, State, and Territory government agencies for planning, evaluative, administrative, and funding purposes. This may include:
 - disclosure and reporting to Commonwealth and State government agencies (including State Training Authorities) for the purpose of administering entitlements to financial assistance under Commonwealth and State government programs for supporting students (e.g. VETiS funded by the VET investment budget), and
 - disclosure to government agencies responsible for administering and regulating education and training providers in Australia, e.g. Australian Skills Quality Authority (ASQA).
- For students under 18, information regarding attendance, progress, and general well-being may be provided in order to keep parent(s) and/or guardian(s) adequately informed.
- To courts, tribunals, regulatory authorities, and law enforcement officers as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise, or defend our legal rights.
- To one or more Consultants, for the purpose of providing information and services to you;
- To third parties, including agents, referral partners, contractors, and sub-contractors for the purposes of providing information, products, and services to you.

By providing us with personal information, you consent to this disclosure.

Emails

Our privacy principles apply to emails as well. Our internet service provider or information technology staff may monitor email traffic for system troubleshooting and maintenance purposes only.

Storage and security

Parts of this site transmit information securely across the internet. However, this is not always feasible. We recognise that there may be risks in transmitting information across the internet. We will notify you where personal information is not transmitted securely.

AUSA takes all reasonable steps to ensure personal information held by the organisation is protected from misuse, interference loss, unauthorised access, modification, or disclosure.

Information that is stored electronically is maintained in a secure and confidential manner. The AUSA network is password-protected to control access as part of AUSA's data protection and security measures.

Access to electronic files located on the AUSA network where personal and sensitive information is stored is restricted only to employees who require access in order to perform their work functions effectively.

Records

Records of personal information held are stored on AUSA's Student Management System (Axcelerate) or in hard copy in accordance with the applicable regulatory guidelines.

Other websites

Where this site contains links to other Queensland Government agencies' websites, the privacy or security terms set out there will apply to the material on the websites.

Changes to this privacy policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on our website, emails, and Learner Portal. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on our web page.

More information

If you have any questions about this Privacy Policy, please contact us:

Email: admin@unmannedsystems.edu.au

or

Email: info@unmannedsystems.edu.au