

## NATIONAL MARITIME COLLEGE - PRIVACY STATEMENT

This privacy statement applies only to recreational Boat and PWC licence training and assessment services provided by accredited training providers (ATP) who have been granted ATP accreditation by NSW Roads and Maritime (RMS) to provide those services.

The National Maritime College (NMC) is committed to protecting personal and sensitive information consistent with the Australian Privacy Principles of the Privacy Act 1988 and Privacy and Personal Information Protection Act 1998 (NSW) and Health Records and Information Privacy Act 2002 (NSW).

We will not disclose any information which we gather for the purpose of providing training, identification and maritime licensing to any third party other than where it is required by RMS who may require the information to assess the Applicants application, verify information provided to evaluate the training and/or testing, in respect of inquiries about maritime accidents or to other agencies responsible for marine management, vessel registration or licensing.

### **Use and Disclosure of Personal Information**

The National Maritime College or one of its representatives requests you to provide personal information for the purpose of NMC to provide recreational boat operator training and assessment services to you and for RMS to manage or administer accredited training providers and undertake the functions relating to Boat and PWC Licences or as required by law in regard to the statutory obligations.

Personal information which is collected by NMC may also be used and disclosed to other government agencies, departments and organisations under its obligation as a Registered Training Organisation.

### **Data Quality**

NMC will seek wherever possible to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date. In many instances NMC relies upon you to provide accurate and complete information and to advise NMC should your circumstances change over time.

### **Data Security**

NMC takes all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure and securely destroys or de-identifies personal information when it is no longer needed.

### **Transfer of Information Interstate**

Government agencies, departments and organisations rarely transfer personally identifying information to organisations outside the state of NSW, however this may occur in some circumstances where required or permitted by law. If transferred the information is afforded a substantially similar level of privacy protection it would receive in NSW.

### **Access and Correction**

You have a right of access to and correction of information about you. You may gain access to information about you that is held by NMC by contacting:

#### **National Maritime College**

Sue Kirkland-Smith - Managing Director  
Email: info@maritime.college, Phone: 1300 723 112.

You may have your personal information corrected with authentication and proof (where legislation does not prohibit correction) or a note of dissension from an opinion or view may be attached to a file where this is possible.

### **Unique Identifiers**

When you enrol on a Boat or PWC Licence course delivered by NMC or one of its Accredited Trainers a unique identifier a code consisting of alphabet characters and numerals (not the individual's name) is applied to an individual. NMC does not assign, use or disclose unique identifiers to individuals unless it is necessary to do so to carry out one of its organisational functions efficiently and does not adopt an identifier assigned to an individual by another organisation for another purpose.

### **Complaints**

If you consider that your privacy has been breached or interfered with you can make a complaint by contacting:

#### **National Maritime College**

Sue Kirkland-Smith - Managing Director  
Email: info@maritime.college, Phone: 1300 723 112.