

Instructions

1. You must read all information in this document.
2. Then fill in the details on Page 2, sign and date.
3. Submit your form (a) at the time of enrolment; or (b) email it our Privacy Officer – privacty@pta.edu.au
4. An incomplete form with missing details will not be processed by our Privacy Officer.

What is *Third Party* consent?

Our organisation cannot discuss any administrative matters that pertain to a student with anyone apart from the student themselves. However, as a student, you can choose to grant someone else ‘third party consent’ – which means you are providing consent for our registered training organisation to share information about you with that third party.

Information will only be shared with a third party for the period of enrolment, and only when this form is completed in full and saved in the student file.

Information is taken to mean: confirmation of enrolment, class attendance, assessment submissions and course progress. The period of enrolment means from the date the student enrolled until the date they completed or date withdrawn/cancelled in the course.

How We Communicate with a Third Party & Response Timeframes

Our Training Coordinators are responsible for liaising with the third party nominated on this form. Any requests for student information from the nominated third party will be responded to **within 5 business days**. Business days are defined as Monday to Friday and exclude weekends, public holidays, and RTO closure periods.

Our Third-Party Disclosure Policy

This section below explains *why* we limit disclosure of a student’s personal contact details, even when requests come from Services Australia agencies or job seeker agencies and/or disability employment service providers.

In accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**, Partners In Training Australia only discloses personal information to third parties where the disclosure is authorised, necessary, and directly related to the stated purpose of the request.

When confirming a student’s enrolment with a third party, the purpose of the disclosure is limited to verifying enrolment status and study details. Personal contact information such as date of birth, home address, phone number, or email address **is not reasonably necessary** for this purpose and **will therefore not be disclosed**.

We apply a data minimisation approach, ensuring that only the minimum information required is shared. This reduces privacy risk and ensures compliance with **APP 3** (collection of solicited personal information), **APP 6** (use or disclosure of personal information), and **APP 11** (security of personal information).

Personal contact details of the student will only be disclosed where required by law, or where the student has provided **separate, explicit, informed written consent** authorising the release of that specific information. Disclosure of personal contact details is **not authorised** by the completion and signing of this Third-Party Consent Form.

Student Details	
Full Name	
Phone	
Address	
Email	
Qualification Code & Title	
Your Signature:	Date signed:

**You can only nominate ONE person/organisation to grant third party consent.
Consent cannot be provided for multiple people/organisations.**

Details of the third party that you authorise us to share your information with	
Person's Full Name	
Organisation name	
Their Phone no.	
Their email	
Organisation postal address	

Now tick the box that identifies your association with the third party you're nominating

Case manager from a Job Network Provider
 Employer

OTHER *(describe your association in the space below)*