

Data Reporting

Policy and Procedure



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1. Purpose

The purpose of this policy is to ensure that Envirotech Education manages, reports, and protects data in line with Australian laws and standards. This policy promotes data accuracy, transparency, and confidentiality to meet our regulatory and ethical obligations.

2. Scope

This policy applies to all Envirotech Education staff involved in data collection, storage, reporting, and sharing activities. It covers all data related to student records, compliance, financials, and other sensitive information managed by Envirotech Education.

3. Data Collection and Accuracy

3.1 Standards for Data Collection

Envirotech Education collects data responsibly and transparently, in line with the *Privacy Act 1988*, ensuring:

- Data is gathered for specific, lawful purposes, including enrolment, compliance, and tracking student outcomes.
- All personal data is relevant, current, and accurate, as required by legislation.

3.2 Data Validation and Checking

- Data accuracy is verified at the point of collection.
- Regular data audits will occur as part of Envirotech's ongoing quality assurance, with any inaccuracies corrected as needed.

4. Data Reporting Protocols

4.1 Internal Reporting

Internal reporting will adhere to Envirotech's governance framework, ensuring accountability across departments. Reports will include:

- Monthly compliance updates for senior management review.
- Annual sign-off by each department head to confirm data accuracy.

4.2 External Reporting Requirements

- Obligatory reporting to regulators (e.g., ASQA, CRICOS) will be conducted in line with the *Standards for RTOs 2015*, covering compliance audits, training results, and student progress.
- Financial and other required data will be submitted as per state and federal reporting standards, maintaining transparency and compliance.

4.3 Privacy and Confidentiality in Reporting

- Personal and sensitive information will be anonymised where feasible.
- Data access is limited to authorised personnel with signed confidentiality agreements as a part of their employment terms.

5. Data Access and Security

5.1 Access Control

- Access is granted based on individual roles, ensuring only authorised personnel can access, retrieve, or modify data.

5.2 Data Security Measures

- Data is securely stored on Envirotech's internal servers, with backups conducted in accordance with the Data Backup and Recovery procedures.
- Both physical and electronic security measures, including encryption, protect data from unauthorised access or misuse.

5.3 Student Access to Data

- In compliance with the *Privacy Act 1988*, students may access and request corrections to their personal information. Requests should be submitted in writing to the data management team.

6. Data Breach Response

In the event of a data breach, Envirotech will follow these steps:

- Immediate notification to the Compliance and Quality Officer.
- Containment and investigation of the breach to prevent further risk.
- Notification to affected individuals and the Office of the Australian Information Commissioner (OAIC) if the breach is deemed serious under the *Privacy Act 1988*.

7. Review and Continuous Improvement

- This Data Reporting Policy will be reviewed annually to reflect legislative changes and internal feedback, ensuring the policy remains up-to-date and effective.
- Feedback from stakeholders, staff, and students will guide improvements in data handling and reporting accuracy.

