



PARTICIPANT'S RECORD ACCESS & UPDATE OF PERSONAL INFORMATION

PRIVACY ACT 1988 AND REGULATIONS 2001

www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/

ACCESS TO RECORDS:

Participants are provided with timely access to current and accurate records of their participation and progress for training they are undertaking with **REAL ESTATE EXPLAINED**.

On completion of an assessment the participant is promptly provided with the outcome of assessment. Should the participant require information about their participation in a course they will need to contact the administration office.

Depending on the nature of the request the participant will either be provided with the information immediately or will be advised that the information will be provided after it has been extracted from our records system.

Only the participant, or if they under 18 years of age their parent/guardian, are given access to their records. No other person or party has access to the participant records, except those persons dictated by legislation.

In most cases the participant will be required to put their request for information in writing to the CEO. They can do this direct with the office or by downloading the Participant Access Form (**PARFORM**) from our website www.reexplained.com.au at any time.

UPDATE OF PARTICIPANT INFORMATION:

It is the responsibility of the participant to provide **REAL ESTATE EXPLAINED** with any changes to their personal information. They can do this direct with the office or by downloading the Participant Update (**PARTUPDATE**) form from our website www.reexplained.com.au at any time.