

## PO-44 CONFIDENTIALITY POLICY

### 1. Purpose

This policy outlines the obligations and standards of confidentiality and non-disclosure that apply to all personnel, contractors, students, and associates of the Institute of Automotive Mechanical Engineers Ltd (IAME) RTO No. 90409. The purpose is to:

- Safeguard proprietary intellectual property (IP), training product development, and RTO-specific operational methodologies;
- Uphold compliance with SRTO 2025 clauses relating to governance, recordkeeping, and quality assurance;
- Maintain the integrity and privacy expectations of our government and industry partners;
- Dovetail with existing IAME Ltd Board and corporate-level confidentiality and non-disclosure frameworks.

### 2. Scope

This policy applies to:

- All IAME RTO employees, contractors, trainers/assessors, administrative staff, and students;
- Third parties or representatives with access to sensitive information;
- Any persons engaged in the development, delivery, or evaluation of training and assessment services provided under IAME RTO.

### 3. Related Legislation and Standards

This policy complies with, and is informed by:

- Standards for RTOs 2025 (SRTO'25) – specifically Clauses:
  - 1.1–1.6 (*Training and Assessment*)
  - 2.1–2.3 (*Quality Assurance and Governance*)
  - 3.1–3.5 (*Recordkeeping, Data Security, and Complaints*)
  - 4.1–4.3 (*Marketing and Enrolment Integrity*)
  - 5.1–5.4 (*Student Support and Welfare*)
- Privacy Act 1988 (Cth)
- Fair Work Act 2009 (Cth)
- Australian Securities and Investments Commission Act 2001 (Cth) (as relevant to corporate governance)
- State Government confidentiality agreements where the IAME RTO is engaged (e.g., NSW Training Services, Skills Canberra, WA Capstone Test Panels)

### 4. Policy Statement

IAME RTO is committed to ensuring that all information related to its training products, delivery and assessment models, learner records, industry relationships, stakeholder agreements, and internal audit processes is kept strictly confidential.

The RTO operates under a bespoke model with unique training methodologies developed through significant investment and industry partnerships. The unauthorised disclosure or misuse of this information may cause reputational, commercial, and regulatory harm to the RTO and the parent IAME Ltd.

### 5. Obligations of Confidentiality

All individuals covered by this policy must:

- Treat all non-public information (including RTO-developed courseware, learning tools, capstone test materials, IP, assessment validation procedures, and learner data) as confidential;
- Not disclose confidential information to any external party without written authorisation from the CEO RTO or authorised delegate;
- Secure digital and physical documents containing confidential data in accordance with RTO Recordkeeping and Cyber Security and Information and Communications Technology (ICT) Policy;
- Maintain discretion and confidentiality during and after their tenure or enrolment with the RTO.

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### 6. Non-Disclosure for Students

Students enrolled in any IAME RTO training program are prohibited from:

- Copying, distributing, or repurposing IAME RTO training materials for external use;
- Sharing login credentials or accessing proprietary platforms without authorisation;
- Using training or assessment content for commercial or instructional purposes outside their own enrolment.

The Student Code of Conduct reinforces the expectation that students respect the intellectual property and operational integrity of IAME RTO.

### 7. Non-Disclosure for Staff, Trainers, and Contractors

All RTO staff, trainers/assessors, and contractors must:

- Sign a Confidentiality and Non-Disclosure Agreement as a condition of employment or engagement;
- Follow secure handling protocols for internal documents, assessment tools, and stakeholder correspondence;
- Not retain copies of assessment validation material or government correspondence post-engagement unless approved;
- Comply with RTO audit procedures regarding secure data access and sharing.

Reference: **PO-06 Code of Conduct**, **PO-43 Trainer and Assessor Code of Conduct**, **PO-25 Company Paid Trainer Licensing and Certification Fees Policy** and **PO-15 Trainer Continuing Professional Development (CPD) Policy**.

### 8. Government and Stakeholder Relationships

As a provider engaged by:

- State Training Services NSW
- Skills Canberra
- Western Australian Capstone Licence Programs
- Commonwealth and State Government Committees or Industry Councils,

IAME RTO acknowledges its obligation to maintain strict confidentiality about operational matters, committee proceedings, assessment benchmarks, and funding or regulatory correspondences.

All personnel involved in such relationships are required to comply with any additional non-disclosure provisions issued by the respective authority.

### 9. Audit and IP Sensitivity

Confidentiality is especially critical in:

- The application of E10 Compatibility Testing procedures and Audit Frameworks unique to IAME RTO;
- Protection of internal audit strategies, compliance tracking systems, and continuous improvement models;
- Maintaining the confidentiality of data collected for reporting under ASQA performance measures.

### 10. Breach of Confidentiality

Breach of this policy may result in:

- Disciplinary action, including termination of employment or training enrolment;
- Legal action for breach of contract or intellectual property law;
- Revocation of access to RTO systems or stakeholder groups.

All breaches must be reported to the CEO RTO and handled under the Complaints and Breaches Policy.

### 11. Associated Documents

- IAME Ltd. Director & Staff Confidentiality Deed
- **PO-06 Code of Conduct**
- **PO-43 Trainer and Assessor Code of Conduct**
- **PO-38 Student Code of Conduct**
- **PO-11 Complaints and Appeals Policy**
- **PO-28 Records Management Policy**

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- **PO-31 Cyber Security and ICT Policy**
- **PO-26 Quality Policy**
- **PO-42 Compliance and Audit Participation Policy**
- **FW-02 Policy Framework**
- RTO Compliance with SRTO 2025 Matrix

### 13. Monitoring and Review

The policy will be reviewed bi-annually to ensure alignment with regulatory requirements and industry standards or as legislative or operational changes require.

Document Control Information and History				
Version	Date	Created / Modified	Created by	Approved by
V1.0	07/07/2025	Created	Peter Blanshard Chief Executive Officer – IAME / RTO	Jeffrey Richards Chairperson: IAME Board of Directors

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