

LENNON TRAINING CONSULTANTS CLIENT ACCESS POLICY

The student is to request in writing approval for access to their personal files and state reasons why.

Lennon Training is to address the request and make a date/time suitable to both student and administration.

The student is to sight files on Lennon Training's premises. Files are not to be removed from site nor are files to be copied unless Lennon Training's management gives approval.

Should the student believe there is an error/s in their record, written notice is to be given to Lennon Training for correction/s believed needed to be completed.

No personal details will be issued without permission from the student. The Manager is the only person to issue this information.

This can be located:

- Quality Manual, 11 Kyle St, Emerald, Q, 4720
- www.lennontraining.com/policies