



Records Management Procedures

Introduction

The Australian Ski Patrol Association Inc (ASPA) is committed to ensuring records are managed and stored securely for a period of 30 years.

Procedures

Storage and Security of Candidate Records

All records with relation to candidates personal details, qualifications and assessment history are to be entered and held on the Australian Ski Patrol database which is administered at the offices of the Vice President – Education. An electronic back-up of the database will be forwarded to the Executive Officer of the Australian Ski Patrol for secure storage at the completion of entry after each individual course.

Access to the Australian Ski Patrol database is limited by password. The password is held by the President, Vice President – Education and State Course Directors only. Access to information contained in the database is through the Vice President - Education. All records are treated as highly confidential and no candidate or member details will be released without their prior written permission.

Statistical Correlation

The Vice President – Education is responsible for the correlation of Statistical Information when required or requested by relevant government authorities. These statistics are obtained by utilizing the facilities of the ASPA database.

Confidentiality of Information

The Australian Ski Patrol Associations undertakes that personal information will only be used for the purpose for which it was collected unless: the person gives permission otherwise; or the other purpose is directly related to the first purpose; or not to do so would pose an imminent threat to the person's life or health.

Exemption: where the use is reasonably necessary for law enforcement.



Members and candidates have full access to their own personal records and all information pertaining to their individual training. This information can be gained by requesting in writing from the Vice President – Education.

Qualification Register for Assistant Instructors, Instructors and Examiners

All records pertaining to the qualifications held by Assistant Instructors, Instructors and Examiners are held and updated annually by the Vice President – Education. A listing of all qualified personnel is available on request.

Course Fees & Refunds

All course fees received and all refunds processed are recorded and reported by the relevant State Course Director and the Vice President – Education directly to the Association Treasurer.

Version Control Procedures for Student Notes and Manuals

All manuals, instructional handouts and first aid procedural guidelines are verified and approved by the Medical Committee of the Australian Ski Patrol Association Inc. The Medical Committee comprises a selection of health professionals including practicing general practitioners, surgeons and trauma specialists. No information is distributed to members or candidates without its validity and currency being confirmed.

All written information and course content is guaranteed by the Australian Ski Patrol Association Inc. to meet the standards as set out by the Australian Resuscitation Council and NSW Workcover.

Updates are registered and confirmed by date and edition in all publications of the Australian Ski Patrol Inc.