

## Privacy Policy

### OUR COMMITMENT

Training Direct Australia respects the confidentiality of information and is committed to the protection of the individuals' right to privacy in accordance with the Privacy Act 1988 and the National Privacy Principles.

Your privacy is important to us. This statement outlines our policy on how we manage the personal information we hold about our customers and others. It applies to all operations within Training Direct Australia, including visitors to our website.

### COLLECTION OF PERSONAL INFORMATION

As part of the enrolment and providing of education, we only collect personal information which is necessary to conduct our business functions.

Training Direct Australia will be responsible for the collection of student and client information which can include, but not limited to:

- Name
- Address
- Contact details – phone number and email address
- Age
- Unique Student Identifier (USI)
- Payment details

This information will be collected by lawful and fair means and will not be collected in an unreasonably intrusive way.

All staff at Training Direct Australia will make reasonable efforts to ensure that information collected and kept is secured at all times. All staff take care to ensure that any personal information will be reasonably protected from misuse, loss, unauthorised access, modification or disclosure and will be maintained by us in an accurate, complete and up to date manner.

### STORAGE OF COLLECTED INFORMATION

Training Direct Australia has a responsibility to the individual to handle and maintain this information in a secure manner as practically possible.

Safeguarding the privacy of this information is important to us, whether the interaction with us is personally, by phone, mail, over the internet or other electronic medium. We will use our best efforts to ensure that the information submitted to us remains private, and is used only for the purpose agreed to.

## **ACCESS TO YOUR PERSONAL INFORMATION**

Individuals can access and correct the personal information held on our systems by establishing contact via e-mail on [admin@trainingdirectaust.com.au](mailto:admin@trainingdirectaust.com.au) or Free Call on 1800 685 988. You will be required to verify your identity and specify what information you require.

## **DISCLOSING PERSONAL INFORMATION TO THIRD PARTY**

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose and in some cases, we may only disclose information with your consent.

In accordance with the Privacy Act 1998, we reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Website. These circumstances are outlined on the government website: <http://www.privacy.gov.au>

We may on occasion use your personal information to provide you with news or offers about products and services available from Training Direct Australia that may be of interest to you. At any time, if you no longer wish to receive this additional marketing material please contact us via e-mail on [admin@trainingdirectaust.com.au](mailto:admin@trainingdirectaust.com.au) or Free Call on 1800 685 988.

## **OUR ASSURANCE**

As we plan to ensure our privacy policy remains current, this policy is subject to change. We may modify this policy at any time, in our sole discretion.

If we make any changes to our Privacy Policy, we will post these changes on our website so that you will always know what information we gather, how we might use that information, and whether we will disclose it to anyone.

## **PUBLICATION**

This Privacy Policy is made available to students and those seeking to enrol with Training Direct Australia through publication on our company website: [www.trainingdirect.net.au](http://www.trainingdirect.net.au)