

*We know that your privacy is important to you, so it's important to us as well.*

*You can read the full details of our privacy policy below. As a quick summary:*

- *We only ask for personal information that we require.*
- *We'll tell you what information we have recorded about you.*
- *If you would like any personal information changed or deleted, just ask.*

#### Who we are

Full contact information is available at the bottom of this page.

#### What we know about you

When you visit our Web site, our Web server automatically records some *general* information about your visit, but does **not** recognise or record any *individual* information about you. The information we record and use for statistical purposes is:

- Your server address
- The date and time
- The pages accessed and documents downloaded
- The previous site visited
- The type of browser used

We can only identify you personally if you give us this information voluntarily.

We use a cookie to control pop-up windows, so that we don't annoy you with lots of pop-up windows every time you visit the site.

If you visit the site using one of our affiliate's links, we use a cookie to keep track of your visit, so that we can correctly pay the affiliate a commission if you make a purchase.

#### Your email address

We do **not** know your email address unless you give it to us. We only record your email address if you send us a message, either directly or by signing up to our newsletters or on-line courses. We will use it only internally within the organisation and will not disclose it to other organisations without your permission.

If you have given us your email address, but do not want to receive email from us in the future, please let us know by sending us an email at the address below or unsubscribing from an emailed link.

#### How we use this information

We use this information to improve the content of our Web site and analyse what pages people visit, and to keep in touch with you.

#### Who has access to your information?

We use this information internally and share it with other people or organisations who need to know it as part of working with us in our normal business activities (e.g. sub-contractors, hiring leaders).

We do **not** share your personal information with others except under these conditions, and we do **not** disclose or sell your personal information to others for use in mailing lists or databases.

#### Future Variations

If our information practices change at some time in the future, we will post the policy changes to our website to notify you of these changes and provide you with the ability to opt out of these new uses. If you are concerned about how your information is used, you should check back at our website periodically.

#### Corrections

Upon request, we'll tell you what information we have recorded about you. For your own protection, we generally ask you to make this request in writing, so that we can verify your identity (email is too easy to forge!)

If any of the information is incorrect, or you want us to remove all information about you, please contact us and we'll amend it promptly.

If you feel that this site is not following its stated information policy, please contact us at the below addresses or phone number.

In general, we value your privacy, and will only continue to correspond with you if either:

- you give us your email address or postal address for this express purpose (for example, if you sign up to our newsletters or on-line courses, or request information about our products and services); or
- we have an existing business relationship (for example, you have bought our products or services or connected with us on social media).

In any case, if you do not wish to receive such mailings in the future, please let us know by sending us an email, unsubscribing or writing to us.

#### More Information

If you would like to know more about on-line privacy, visit [The Australian Privacy Commissioner's Web site](#).

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