



PRIVACY POLICY

At Australian Combined Resources trading as **Skill Up Australia**, we understand how important it is to protect your privacy and personal and corporate information. We therefore wish to inform you of **Skill Up Australia's policy commitment** in respect of personal and organisational information that you may provide to us.

Privacy Policy

Skill Up Australia aims to comply with the Information Privacy Act 2000 and the Health Records Act 2001 as well as the Commonwealth Privacy Act 1988 and to implement practices and procedures to ensure compliance.

At Skill Up Australia we respect the rights of individuals and organisations (our staff, trainees and clients) to security and privacy with regard to the personal and organisational information they supply to the Company.

Collection of information

Information obtained by Skill Up Australia in relation to an individual or organisation is regarded as confidential.

Only relevant information is collected. At the time of collection, we provide a written statement explaining why we need the information, what purpose the information is to be used and to whom we regularly disclose this information. Information will also be provided about the individuals' or organisation's right to access and, where appropriate, correct information we hold about them. Information that is collected will be held securely to prevent any security breaches. Information that is collected will be processed in order to meet the needs of our staff, trainees and clients.

When required, information is collected by Skill Up Australia to develop a comprehensive understanding of trainee learning needs and /or organisational procedures, equipment and any other relevant information that will assist trainers in developing workplace learning resources and a training program specific to the company needs

Disclosure of personal information

Skill Up Australia does not disclose your personal or organisational information to third parties other than:

- our insurers which may be required in accordance with our duty to disclose
- if disclosure is required by law or other government requirement
- to others parties where Skill Up Australia has been provided with written permission.

Maintenance & Storage of personal Information

Skill Up Australia is committed to ensuring that your personal and organisational information is retained and accessed only by those who are authorised to have access, strictly on a need to know basis.

The information will be held in a combination of computer storage facilities and paper based files and other records.

As a result of ensuring that your information is securely held, your information may be seen by our contractors, such as our IT contractors and database designers.

Updating your information

It is important for the maintenance of **Skill Up Australia's** relationships that we have access to current and accurate information.

Skill Up Australia asks that you notify us in writing as soon as possible, of any of any changes in your current circumstances that may have an affect on our ongoing relationship.