

Privacy Policy

Steven Millard & Associates Pty Ltd takes the privacy of its clients and participants very seriously and complies with all legislative requirements. These include the Privacy Act 1988, which incorporates the amendments made to it by the Privacy Amendment (Private Sector) Act 2000, and includes the Australian Privacy Principles.

This Privacy Policy summarises how we collect, use and handle your personal information. Personal information is information or an opinion about an individual whose identity is apparent or can be ascertained from the information or opinion.

In accordance with the Privacy Act 1988, Steven Millard & Associates Pty Ltd adheres to following principles:

1. Collection for lawful purposes

Steven Millard & Associates Pty Ltd will collect personal information from you using lawful methods and for lawful purposes.

2. Collection conditions

When collecting personal information, Steven Millard & Associates Pty Ltd will take all reasonable steps to inform the person to whom the information relates, that their personal information is being collected, why it is being collected, who will see it, whether they are required to provide this information by law or are doing so voluntarily and how they may correct the information.

3. Direct collection

Steven Millard & Associates Pty Ltd will collect personal information from the person to whom the information relates, or from a parent or guardian if that person is under 16 years of age, or from someone else who has that person's permission. Steven Millard & Associates Pty Ltd will take all reasonable steps to ensure the information collected is relevant for the purpose it was collected for, is accurate and up to date, is not excessive and does not intrude on person's personal affairs.

4. Retention of Information

Steven Millard & Associates Pty Ltd will ensure that personal information is securely stored and retained only for as long as is necessary and when disposing of personal information every effort will be made to ensure this occurs securely. Steven Millard & Associates Pty Ltd will ensure that reasonable steps are taken to ensure that personal information is protected from unauthorised access/use/disclosure. Steven Millard & Associates Pty Ltd will provide access to the person on whom the personal information is stored without excessive delay or expense, and ensure that personal information is accurate, up to date, relevant, complete and not misleading. Any inaccurate personal information will be altered as soon as inaccuracy is identified.

5. Disclosure of Information

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Steven Millard & Associates Pty Ltd will ensure that all personal information is used for the purpose for which it was collected unless the person gives permission to use the information for a purpose other than that for which it was collected. Steven Millard & Associates Pty Ltd will not disclose personal information to another person or organisation unless authorised by subpoena, search warrant or statutory instrument. In addition to this, we will not disclose personal information relating to a person's race, political opinions, religious beliefs, health, sexual activities or trade union memberships unless not to do so would pose an imminent threat to the person's life or health.

Website usage information

Cookies

To improve your experience on our site, we may use 'cookies'. Cookies are an industry standard and most major web sites use them. A cookie is a small text file that our site may place on your computer as a tool to remember your preferences. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website.

Links to other websites

Our website contains links to other websites. Please be aware that we are not responsible for the privacy practices of such other sites. When you go to other websites from here, we advise you to be aware and read their privacy policy.

Google Analytics

Our website uses Google Analytics, a service which transmits website traffic data to Google servers in the United States. Google Analytics does not identify individual users or associate your IP address with any other data held by Google. We use reports provided by Google Analytics to help us understand website traffic and webpage usage.

By using our website, you consent to the processing of data about you by Google in the manner described in [Google's Privacy Policy](#) and for the purposes set out above. You can opt out of Google Analytics if you disable or refuse the cookie, disable JavaScript, or use the [opt-out service provided by Google](#).

Social media websites

Steven Millard & Associates also uses interfaces with social media sites such as Facebook, LinkedIn, Twitter, Google+ and others. If you choose to "like" or "share" information from this website through these services, you should review the privacy policy of that service. If you are a member of a social media site, the interfaces may allow the social media site to connect your visits to this site with other Personal Information.

Accessing your personal information

You have a right to access your personal information, subject to exceptions allowed by law. You may ask us to update, correct or delete the personal information we hold about you at any time. We will take reasonable steps to verify your identity before granting access or

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making any corrections to or deletion of your information. We will also take reasonable steps to correct personal information we hold when we are satisfied that it is inaccurate, out-of-date, incomplete, irrelevant or misleading for the purpose for which it is held. Steven Millard & Associates Pty Ltd may charge a fee for providing access to your information to cover any administrative costs associated with providing this access.

How to make a complaint

If you believe we have mishandled your personal information you can complain to us in writing about how we have handled your personal information. Steven Millard & Associates Pty Ltd will make all reasonable efforts to respond to complaints and queries within 14 days of their receipt.

Changes to this Privacy policy

This Privacy Policy may be updated from time to time by updating this page. The revised Privacy Policy will take effect once it has been posted on our website.

Contacting us

If you have any questions about this Privacy Policy or would like further information, please contact us by any of the following means during business hours Monday to Friday.

Steven Millard & Associates Pty Ltd t/as National College of Vocational Education
Shop 5-8, 13 Beach Road
Batemans Bay NSW 2536

P 02 4478 2500

E-mail: reception@businessdvice.net.au