



Privacy Policy

Please ensure you read and understand the privacy policy for Kangatraining Kununurra. If you have any queries, please contact Kato via the details below.

Kangatraining Kununurra respects your right to privacy.

We comply with the Australian Privacy Principles (APPs) in the Privacy Act 1988 (the Privacy Act). The Privacy Act regulates how:

- we collect, use, disclose and store personal information including sensitive information
- you can access and correct records containing your personal information

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

Kangatraining Kununurra is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

Collecting personal information

Kangatraining Kununurra collects personal information that is necessary for, or related to, our functions and activities. We only use and disclose personal information for the purpose it was collected, or for other uses authorised by law. When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it. You can choose not to provide us with information. However, should you choose not to identify yourself we may not be able to adequately provide you a service.

We may collect your personal information when you:

- access our web based channels [Kangatraining Kununurra](#) and [Kangatraining Kununurra Community](#)
- access and use our website www.kangatraining.com.au
- correspond with our representatives via email, message, telephone or in person
- complete an application
- from media and publications
- and from other publicly available sources

Where reasonable and practicable to do so, we will collect your Personal Information only from you. Occasionally, we may also collect personal information from third parties or a private source. However, we will only do this if:

- you consent
- we are required or authorised under an Australian law or a court/tribunal order, or
- it is reasonable or practicable for us to collect information in this way instead of collecting it directly from you

We may receive unsolicited personal information about you from a third party. We determine whether we could have collected it or not if we had dealt with you directly. If we couldn't have,

we will destroy or de-identify it. If we could have, we only use it for the purposes it could have been collected.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Social media

When you use Kangatraining Kununurra social media pages, you are using an external site and are therefore bound by the privacy principles of that site. We encourage you to review the privacy policies of that site for further information. Kangatraining Kununurra does not endorse, and is not accountable for, any views expressed by third parties using that site.

Kangatraining Kununurra records all information posted to the Kangatraining Kununurra social media channels and uses that information for the purpose of administering the channels, for record keeping and for considering and/or addressing any comments made. No attempt will be made to further identify social media subscribers except where requested and authorised by law.

Kangatraining Kununurra uses interfaces with social media sites such as Facebook, Instagram and others. If you choose to "like" or "share" or "recommend" information through these services, you should review the privacy policy of that service. If you're 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.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. We:

- maintain all personal information in a secure environment which will be kept by us for a minimum of 7 years.
- will not release any personal information except in accordance with the Privacy Act

- take all reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure
- may hold personal information in electronic or hard copy form
- destroy or de-identify personal information when it is no longer required
- take reasonable steps to ensure personal information stored by us is kept accurate, up to date, complete and relevant

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Kangatraining Kununurra will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available upon request.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Kangatraining Kununurra, PO Box 391, Kununurra WA 6743

kato@sproutandme.com.au

0438 908 073