**Kearsley’s Training Privacy Policy**

This Privacy Policy applies to all personal information collected via this website, and Kearsley’s Training.

1. **What is ‘personal information’?**
2. The Privacy Act 1988 (Cth) currently defines ‘personal information as meaning information or an opinion about an identified individual who is reasonably identifiable”
3. Whether the information or opinion is true or not; and
4. Whether the information or opinion is recorded in a material form or not.
5. If the information does not disclose your identity or enable your identity to be ascertained, it will in most cases not be classified as ‘personal information and will not be subject to the privacy policy.
6. **What information do we collect and how is it collected and stored?**

The kind of personal information that we collect from you will depend on how you use the website. The personal information which we collect and hold about you may include your name, phone number, and email address. Information is collected only when submitted by an individual in a contact form or Expression of Interest form. Kearsley’s Training respects every learner’s right to privacy and will use the appropriate means in the collection, storage, and usage of personal information.

1. **Complaint procedure**

If you have a complaint concerning the use of your personal information, please contact us. All complaints will be considered by Lauren Kearsley, and we may seek further information from you for clarification purposes.

1. **How to contact us about privacy**

If you have any questions or concerns, please contact us through: kearsleystraining@gmail.com