

Privacy Policy for Advance Consulting and Services Pty Ltd

What your personal information is

Personal information is any information or an opinion (whether true or not) about you. It may range from the very sensitive to the everyday (e.g. address and phone number). Personal information includes sensitive information.

What sensitive information is

Sensitive information is a special category of personal information. Sensitive information will only be disclosed with your consent. It is information or opinion about your:

- racial or ethnic origin;
- political opinion;
- membership of a political association or religious beliefs, affiliations or philosophical beliefs;
- membership of a professional or trade association or membership of a trade union;
- sexual preferences or practices;
- criminal record;
- health or disability (at any time);
- expressed wishes about the future provision of health services.

Who will be collecting your personal and sensitive information

Your personal and sensitive information will be collected by Advance Consulting and Services Pty Ltd on behalf of clients who have engaged Advance Consulting and Services to collect this information. You will be advised when this information is being collected and how it will be used.

How your information will be collected

Personal and sensitive information will be collected from you directly when you have conversations, attend workshops, seminars, complete evaluation forms, surveys and questionnaires.

How your information will be used.

Unless you have agreed in advance, your personal and sensitive information will be de-identified prior to reporting to clients.

Your information may be used in reports and summaries to better inform clients of Advance Consulting and Services during their decision-making processes.

30 days after the successful conclusion of the activity that required Advance Consulting and Services to request your information, your information will be deleted from electronic servers that we control and any hard copies in our possession will be destroyed.

If you do not give us the information we seek

If you do not give us the information we seek we may be limited in our ability to provide accurate information to our clients.

You can gain access to your information to correct it if it is wrong

You have a right to see and have a copy of personal and sensitive information about you that we hold.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date.

If we are unable to agree that personal or sensitive information that we hold about you is accurate, complete and up-to-date, you may ask us to place with the information a statement by you that claims that particular information is not accurate, complete and up-to-date.

If you wish to exercise your rights of access and correction you should contact the Principal Consultant, whose details are below.

We will not charge you to request access or to provide you with information that we hold about you.

Provision of information outside of Australia

Unless you have been advised and agreed in advance, the information you provide to Advance Consulting and Services will not be disclosed to recipients outside of Australia.

How to contact us

If you wish to contact us about your personal or sensitive information you should Contact

The Principal Consultant
Advance Consulting and Services Pty Ltd
PO Box 61
Inglewood WA 6932
or
admin@361degrees.com.au

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