

## **Abilita Services Pty Ltd Privacy Policy**

Abilita Services Pty Ltd is committed to protecting your privacy and is bound by Australian Commonwealth and the various State and Territory Privacy laws in general; and specifically in respect of data shared with its clients and program participants. Abilita Services is also bound by professional obligations of confidentiality and legal professional privilege. We will continue to treat and protect information we receive (including any personal information) in accordance with these obligations.

**Collection of Personal Information:** Abilita Services only collects personal information when we provide our services to you or when it is provided voluntarily by you – for example, when you fill in a form to register to purchase our services. We use this information to provide our services to you, to respond to your requests and to enhance and develop our relationship with you. This information is not provided to any third parties or used in advertising or promotions without your permission in writing.

**Abilita Training:** When you visit our training website or download information from it, our Internet Service Provider (ISP), automatically records your internet address; if applicable your domain name; and the date and time of your visit to the website. This information is available only to Abilita Services authorised staff and will only be used for identifying reported access difficulties, improving server performance, improving website design and tracing any breaches of security. The information is also used for statistical analysis of access times and locations and other patterns of use to aid systems planning.

The Online training components of the Abilita program are password-protected and only those authorised to access the modules on that website can do so. It is administered by Abilita Services and automatically records information about how you use the online materials, including your first and last log on, how much of the course material you have accessed and whether you have read your mail. Abilita retains electronic assignment submissions, the results of course assessment and course completion certificates. Abilita Services authorised personnel with legitimate educational and/or management interests have access to this information.

**Abilita Questionnaires:** The computerised database established as a result of implementation of Abilita Questionnaires known as “assessment tools” is “depersonalized” to facilitate compliance with Privacy laws. Abilita Services requires its clients (Licensees) to comply with privacy Laws in force in Australia. The Licensee agrees that it will be responsible for obtaining and storing the written consent of each client registered (Participant) in an Abilita Program and for the provision of only depersonalized information to Abilita Services.

Depersonalized means the data stored in the database in relation to each Participant, does not contain personal information that could allow any person with access to the database (other than the Licensee’s Abilita Consultant who entered the data) to identify the Participant.

**Publications:** From time to time Abilita Services may publish reports including data obtained from its database. This data is depersonalised to ensure that it cannot be associated with any particular participant.

**Care for your privacy:** Abilita Services take the utmost care to protect the privacy and security of your personal information from unauthorised access. You can request to access, correct or amend your personal information.

**Links to other sites:** Our websites may contain links to other sites. When you link to another site, you are no longer on our site and are subject to the privacy policy of the new website.

If you have any concerns about your privacy in Abilita Services websites please contact Abilita Services support at [info@abilita.net.au](mailto:info@abilita.net.au)