



Privacy Policy

Assessments Australia is a propriety limited company and provides independent assessment services to the allied health sector.

Privacy Principles

The Australian Government introduced legislation on December 21st, 2001 to protect the privacy of individuals. Assessments Australia's Privacy Policy is designed to comply with the Information Privacy Principles contained in the Information Privacy Act 2000.

Assessments Australia respects and upholds your right to privacy and regulates the way we collect, use, disclose, hold and destroy your personal information. We have a detailed policy statement and a set of procedures to ensure that only authorised personnel have access to personal information and that it remains confidential and only used for appropriate purposes and in accordance with privacy policy.

This privacy statement covers all personal information held by Assessments Australia. This includes information that has been supplied to us by our business clients and information that we have collected from people over the phone, through mail, email, fax, conduct of assessments, by personal contact or over the internet.

Collection of information

Assessments Australia collects information about individuals primarily to provide a service or conduct an assessment following instructions from our clients with whom we have a business relationship. In these instances, our business clients provide us with your details so that we are able to conduct business on their behalf. As a consequence of your participation in the service or assessment, additional information may be acquired.

Assessments Australia also collects information about individuals when you provide us with your details as a consequence of applying for casual contract work or for permanent employment or when you submit on line inquiries or subscribe to our newsletters.

Handling information

Assessments Australia has appointed a Privacy Officer to oversee the management of personal information in accordance with this policy.

Assessments Australia protects the personal information we hold from misuse, loss, unauthorized access, modification or disclosure by various means including firewalls, password access and secure servers. Personal information is securely stored in our databases, which are accessed only by authorised staff at Assessments Australia. All hard copy data is shredded when no longer required.

Use of personal information

Any personal information that we collect about you will only be used by us for the purpose for which it was collected in the first instance. Assessments Australia will not use it for any other purpose without your consent.

Having gained your permission, Assessments Australia regularly sends a newsletter to subscribers. You are able to opt out of receiving further information from Assessments Australia by contacting us at:

Assessments Australia
Suite 201, 832 High Street
East Kew VIC 3102
Phone: (03) 9249 9686
Email: info@assessments.com.au

No sale of personal information

Under no circumstances will Assessments Australia lend, sell or receive payment for licensing or disclosing your personal information.

Disclosure

There will be occasions where it will be necessary for Assessments Australia to disclose your personal information. Assessments Australia may be required by law to disclose your personal information or Assessments Australia may be required to disclose your personal information to third parties in order to provide required services or to conduct required assessments. In these instances, Assessments Australia will need to disclose your personal information in order for the service or assessment to be fulfilled. However, this disclosure will only be made where it is necessary to fulfill the purpose for which you initially provided your personal information. Other than stated above, we do not disclose personal information that you may give us to any third party organization or person outside Assessments Australia unless you have authorized us to do so.

Our website

When you visit our website, no identifying information is collected. We only collect information about the number of visitors to the site, date and time of the visit, pages viewed and downloaded. This collective data helps us to understand which parts of the website are visited most frequently and allows us to improve the site so that it is appealing to as many users as possible.

When visiting our website, sometimes we need to store temporary information as cookies, which can personalise your visit to our site.



Privacy Policy (continued)

Our website (continued)

Cookies contain information by which Assessments Australia can identify your computer to our servers. You may configure your browser so that you are notified before a cookie is downloaded or so that your browser does not accept cookies. Cookies cannot gather any more information about you, apart from that which is already publicly available when you are using the internet. To disable your cookies, please refer to the help menu within your browser.

We record your email address only if you send us a message. Your email address will not be used for any other purpose without your consent.

Assessments Australia's website contains links to other websites. Assessments Australia does not control, and is not responsible for the content or privacy practices of those websites. Please check the Privacy Statements on other websites before you provide your personal information to them.

Changes to our Privacy Policy

Assessments Australia may, without notice, amend or modify its Privacy Policy by posting the amended Privacy Policy to Assessments Australia's website.

Access to personal information

If you would like to access the information that we hold about you, you can contact Assessments Australia on the details given below.

If you know that the information that we hold about you is incorrect please contact us so we can update our records as soon as possible.

If you have any complaints, questions or concerns about information Assessments Australia holds about you or about the accuracy of that information, please contact Assessments Australia on (03) 9249 9686 or email us at info@assessments.com.au.

In the unlikely event that we are unable to provide you with access to your personal information for legal reasons as specified in the Privacy Act, we will provide you with reasons for denying access.

Contact

If you have any concerns or questions, please contact:

Assessments Australia
Suite 201, 832 High Street
East Kew VIC 3102
Phone: (03) 9249 9686
Email: info@assessments.com.au

Updated 6th September 2006
Derek Vanden Driesen
Privacy Officer