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PaQS' Privacy Statement

'PaQS People and Quality Solutions Pty Ltd (PaQS) are subject to the NSW Privacy and Personal Information Protection Act 1998. PaQS People and Quality Solutions Pty Ltd Code of Practice is produced in accordance with section 31 of the Act indicates how PaQS People and Quality Solutions Pty Ltd will comply with the Information Protection Principles (IPPs) in the NSW Privacy and Personal Information Protection Act 1998 and any modifications to the IPPs as they apply to PaQS People and Quality Solutions Pty Ltd.'

The following sets out how PaQS People and Quality Solutions Pty Ltd will deal with personal information related to the content and use of its web sites. This statement applies to all pages on the PaQS People and Quality Solutions Pty Ltd web sites, unless otherwise indicated.

PaQS' Privacy Statement

PaQS is committed to respecting and protecting the privacy of users of its website and on-line learning community. We understand and appreciate that visitors to, and users of, our on-line resources are concerned about their privacy and the confidentiality and security of any personal information that may be provided to or become available to our organisation as a result of their use of these digital resources.

Our company understands the importance you attach to the information that identifies you (your 'personal information'). Personal information means any information from which your identity is apparent, including your name, address, email address and other information that is unique to you.

PaQS believes you will be able to deal with us in full confidence that your personal information will only be used by us in the ways we have described to you and that it will be held securely.

This Privacy Statement describes how we collect information when you interact with us online and what we do with that information; Our Privacy Policy details how we collect manage and protect information held by PaQS' NVR Registered Training Organisation (RTO).

The collection, use and disclosure of personal information

As a general rule, PaQS' NVR RTO does not collect personal information on visitors to its websites. Our public websites do not require you to tell us who you are or voluntarily reveal personal information about yourself.

However, if you want to obtain access to certain areas of our websites, you will be required to provide personal information. This personal information will be logon names and passwords which are attached to other data such as your name, address, e-mail address, contact details, etc. This connected data is not held on the websites, but is held in isolated and discrete databases which are only accessed by approved personnel.



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Cookies are used on our websites for the sole purpose of allowing a user to carry information across different pages or access interactive elements within learning programs. Cookies are not used to track or identify users or for any other purpose.

(A cookie is a piece of information or a small file placed on the hard drive of a website user's computer during the exchange of information that occurs when a web browser accesses a website. Cookies enable a website to store information on a user's machine and later retrieve it. They remember preferences you enter and then tailor a website to suit your needs. A cookie identifies your computer but does not identify you personally and does not collect personal information.)

When you visit our websites, our web servers make a record of your visit and log the following information for statistical purposes only:

- your server address
- your top level domain (for example, .com, .gov, .au etc.)
- the date and time of your visit to the site
- the pages accessed and documents downloaded
- the previous site visited; and
- the type of browser used

Most browsers can be set to either accept or reject cookies. You can choose to adjust your browser to notify you when cookies are being received, so that you can accept or reject them. Please note that rejecting cookies may limit the functionality of our websites.

No attempt is or will be made to identify visitors to our websites or their browsing activities except in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect activity logs.

Any personal information which we collect about you will be used and disclosed by us:

- so that we can provide you with the services you have requested;
- in the ordinary course of our operations or administration as an NVR RTO;
- in order to alert you to any changes or alterations in our service that affect you; or
- for any other purpose to which you have expressly or impliedly consented to such use and disclosure.

We may also use your personal information to provide you with updates in relation to our websites, on-line learning sites or information about other services offered by us (for example training activities).

Emails to the PaQS' website and company personnel

As this is a public website, email correspondence will be treated as a public record and will be retained as required by the Public Records Act 2002 and other relevant regulations and policies.

Email messages may be monitored by authorised staff for network system maintenance and error repair purposes.



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Accessing your personal information

You are entitled to access and view personal information about you that is held by PaQS' NVR RTO. Should you have any queries regarding the information held about you, including if you think that the personal information we hold about you is incorrect in any way, or is out of date, please contact us. We will only decline to provide you with such information where denial of access is authorised by or under any law.

Security Procedures

The data security procedures and practices we use are consistent with Australian Industry practice. These procedures are regularly reviewed and updated when relevant.

Our websites do not provide facilities for secure transmission of information across the Internet. Whilst we strive to protect the security of information transmitted across the Internet, the information we are dealing in (e.g. learning programs) do not warrant encryption. Any information which you transmit to our websites is transmitted at your own risk. All reasonable steps to preserve the security of received information will be taken.

Our websites contain links to other websites over which we have no control. PaQS is not responsible for the privacy and security practices or the content of linked websites and encourages you to review each site's privacy and security policies and any disclaimers found on such sites before submitting your personal data.

Contact

For issues concerning collection, use or disclosure of personal information via our websites, on-line learning sites or general data collected by PaQS please contact us at admin@paqs.com.au . We are able to provide advice on access to personal information and legislative requirements governing such access.

Changes to our Privacy Statement

This information relates to PaQS' current privacy statement. PaQS' may vary its privacy statement from time to time. PaQS' will notify you of these changes by publishing them on its websites.