

PRIVACY POLICY

Total Training Solutions is committed to protecting the privacy and security of our clients and website visitors. This privacy policy explains how we collect, use, and protect your personal information. We are bound by the National Privacy Principles contained in the Privacy Act 1998 as amended by the Privacy Amendment Act 2014.

Information We Collect

We collect personal information that you provide to us when you use our website, sign up for our services, or contact us for support. This information may include your name, email address, phone number, address, and payment information. We may also collect information about your use of our website and services, including your IP address, browser type, and referring URL.

PRINCIPLES

The principles behind this policy are:

- All held data, that identifies a participant or employee is available to employees with appropriate authorisation on a restricted access basis.
- The amount of personal information held is strictly limited to that which is required for us to conduct its business of enrolment, progress and monitoring of participants and employment of employees.
- Participants or employees have the right of access to their personal information retained by us and to correct the information where relevant.
- We will hold participant or employee data in secure databases to protect the integrity of the personal information.
- We respect the individual's right to privacy and undertake to keep personal information in confidence.

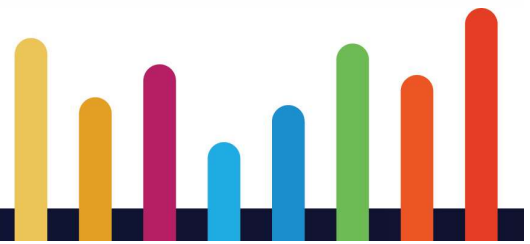
How We Use Your Information

We use your personal information to provide and improve our services, communicate with you, and send you marketing communications. We may also use your information to analyse and improve our website and services, prevent fraud and abuse, and comply with legal obligations.

We will only use your personal information for the purposes for which it was collected, and we will not sell, rent, or share your information with third parties except as necessary to provide our services or as required by law.

How We Protect Your Information

We take the security of your personal information seriously and use reasonable measures to protect it from unauthorised access, use, or disclosure. However, no method of transmission over the Internet or electronic storage is 100% secure, and we cannot guarantee the security of your information.





Your Rights

You have the right to access, correct, or delete our personal information. You may also object to or restrict the processing of your information or request that we transfer it to another company. To exercise these rights, please get in touch with us using the information below.

Changes to Our Privacy Policy

We may update our privacy policy from time to time to reflect changes in our practices or legal obligations. We will post any changes on our website and notify you of any significant changes by email.

Contact Us

If you have any questions or concerns about our privacy policy or the way we handle your personal information, please get in touch with us at: info@totaltrainingsolutions.com.au

We take the confidentiality and privacy of our participants, employees, and clients very seriously and will not hesitate to take disciplinary action against any employees who breach this policy.

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