

All goods and services provided by KAPS Institute of Management PTY LTD (A.B.N 81 619 676 384) (“KAPS”) are subject to the terms and conditions of this Privacy and Spam Statement (“this Statement”).

You should review the following statement prior to submitting any personal information to KAPS.

This Statement explains how your personal information will be treated as you interact with KAPS and access KAPS’S website (“the Website”). KAPS adopts and is bound by the National Privacy Principles set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000 and the Spam Act 2003 (“the Acts”).

KAPS is committed to protecting your privacy and understands that you, as a visitor to the Website and a customer of KAPS, are concerned about your privacy and about the confidentiality and security of information we may gain about you via the provision of our services, through the Website, or by direct mail. By continuing to request our services, you consent to the practices described in this Statement.

1. Collection and Use of Personal Information

- 1.1 KAPS will collect personal information only with your knowledge and prior approval. Your personal information is obtained by KAPS and your approval given when you complete and submit an order to KAPS.
- 1.2 Personal information may include your name, delivery address, e-mail address and your payment information, such as credit card details.
- 1.3 When you visit the Website to read, browse or download information, our system may record additional information such as the date and time of your visit the Website, the pages viewed and any information downloaded.
- 1.4 Your personal information will not be made available to other third parties (other than agents of KAPS necessary to process and deliver your order), without your prior consent unless required by law.
- 1.5 KAPS may use your personal information provided to us for the following:
 - 1.5.1 to take, process or deliver your order, process or obtain payment or notify you of the status of your order;
 - 1.5.2 to provide you with effective customer service and/or technical support;
 - 1.5.3 to provide you with service updates and announcements;
 - 1.5.4 to send you, with your consent, newsletters or promotional material via email, short message service, multimedia message or instant message clearly identifying KAPS as the sender or undertake other promotional activities; and
 - 1.5.5 for other purposes as notified to you from time to time (subject to applicable legal requirements).

2. Security and Storage of Personal Information

- 2.1 KAPS may use a third party or agent to process credit card transactions. You consent to the disclosure of your personal information for this purpose.
- 2.2 KAPS takes reasonable steps to preserve the security of cookies and your personal information in accordance with the Website terms and conditions of trade and this Statement. If your browser is suitably configured, it will advise you whether the information you are sending us will be secure (encrypted) or not secure (not encrypted).
- 2.3 KAPS regularly reviews developments in security and encryption technologies. Although KAPS employs a variety of security mechanisms and authorisation processes to hamper unauthorised access, usage, modification, and illegal or accidental loss of information, KAPS cannot ensure or warrant the security of any information you transmit to us over the Internet and you do so at your own risk.
- 2.4 All employees and agents of KAPS who have access to personal information of a customer are obliged to handle this information in an entirely confidential manner.

3. Access to Personal Information

- 3.1 KAPS will disclose your personal information directly to you upon your written request, but reserves the right to reject your request if the disclosure may lead to a breach of any applicable law or regulation or where you have failed to provide sufficient evidence to verify your identity.
- 3.2 If you wish to have your personal information deleted, please notify KAPS in writing by using one of the contact alternatives listed at the end of this Statement. KAPS shall take all reasonable steps to delete your personal information unless it needs to be kept for legal reasons.

4. Opting Out of Correspondence

KAPS will attach simple instructions on how you can unsubscribe to receiving correspondence from KAPS, or you can opt out by sending an e-mail to our administrator at info@kaps.edu.au and request to be removed from the correspondence list. Alternatively mail your request to KAPS at the applicable address listed at the bottom of this Statement.

5. Change to Client Details

It is imperative for KAPS to keep correct and up to date information at all times. KAPS requests you advise us of any changes to your details in writing by using one of the contact alternatives listed at the end of this Statement.

6. Third Party Providers

- 6.1 The Website may contain links to third party websites. If you access any of these websites, and if those third parties collect information about you, KAPS may also collect or have access to that information as part of our arrangements with those third parties.
- 6.2 KAPS has no control over and takes no responsibility for the privacy and security practices employed at other websites and urges you to review the privacy and security statements of any site to which you are linked.

7. Acceptance and Changes to the Statement

7.1 KAPS may decide to amend or update this Statement. Any information about changes will be posted on the Website and KAPS encourages you to periodically review this Statement so that you remain informed as to how KAPS is protecting your personal information. By continuing to use the services of KAPS, you agree to any changes made to this Statement.

7.2 If you have any suggestions, queries or concerns regarding this Statement, please do not hesitate to contact KAPS by sending an e-mail to info@kaps.edu.au, or contact our office at the details below.

CONTACT DETAILS

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Australia

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