

PRIVACY POLICY

Progressive Play[®]

1. We respect your privacy

- (a) Progressive Play[®] respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). This policy sets out how we collect and treat your personal information.
- (b) "Personal information" is information we hold which is identifiable as being about you.

2. Collection of personal information

- (a) Progressive Play[®] will, from time to time, receive and store personal information you enter onto our website www.progressiveplay.com.au and our external training platform website www.progressiveplay.thinkific.com, provided to us directly or given to us in other forms.
- (b) You may provide basic information such as your name, personal and work phone numbers, personal address, workplace address and email addresses to enable us to send information, provide updates and process your product or service order. We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, change your content or email preference, respond to surveys and/or promotions, provide financial or credit card information, or communicate with our customer support.
- (c) Additionally, we may also collect any other information you provide while interacting with us.

3. How we collect your personal information

- (a) Progressive Play[®] collects personal information from you in a variety of ways, including when you interact with us electronically or in person when you access our website and when we provide our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

4. Use of your personal information

- (a) Progressive Play[®] may use personal information collected from you to provide you with information, updates, and our services. We may also make you aware of new and additional products, services, and opportunities available to you. We may use your personal information to improve our products and services and better understand your needs.
- (b) Progressive Play[®] may publish your information on the Progressive Play[®] website www.progressiveplay.com.au following your completion of any of our facilitator certification training programs, the information listed is for the purpose of providing the public access to a facilitator directory. The directory will state your name, certification obtained, practice location and phone number. Personal addresses will not be listed.

You have the option to opt out of the directory at any time by making a request in writing either via post: PO Box 315, Bribie Island, QLD, Australia 4507 or email: info@progressiveplay.com.au.

- (c) Progressive Play[®] may contact you by a variety of measures including, but not limited to telephone, email, SMS, or mail.

5. Disclosure of your personal information

- (a) We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers, or subcontractors as far as reasonably necessary for the purposes set out in this Policy. Personal information is only supplied to a third party when it is required for the delivery of our services.
- (b) We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.
- (c) We may also use your personal information to protect the copyright, trademarks, legal rights, property, or safety of Progressive Play[®], www.progressiveplay.com.au, its customers or third parties.
- (d) Information that we collect may from time to time be stored, processed in or transferred between parties located in countries outside of Australia. These may include, but are not limited to United States of America for the purpose of registering course participants onto the learning management platform we use to deliver our online course materials / programs www.progressiveplay.thinkific.com.
- (e) If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser under an agreement to maintain confidentiality. We would seek to only disclose information in good faith and where required by any of the above circumstances.
- (f) By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.

6. Security of your personal information

- (a) Progressive Play[®] is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification, and disclosure.
- (b) The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

7. Access to your personal information

- (a) You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth). A small administrative fee may be payable for the provision of information. If you would like a copy of the information, which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at Info@progressiveplay.com.au.
- (b) We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act.

8. Complaints about privacy

- (a) If you have any complaints about our privacy practices, please feel free to email us with the details of your complaint to info@progressiveplay.com.au, to protect your privacy please provide this in PDF format as an attachment within the email not typed into the body of an email, alternatively you may send via post: PO Box 315, Bribie Island, QLD, Australia 4507.

9. Changes to Privacy Policy

- (a) Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website or notice board. Please check back from time to time to review our Privacy Policy.

Website

(a) *When you visit our website*

When you come to our website (www.progressiveplay.com.au) or access the student training portal via our external / hosted training platform website (www.progressiveplay.thinkific.com) we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

(b) *Cookies*

We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our website. Our website may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google AdWords. These ads may appear on this website or other websites you visit.

(c) *Third party sites*

Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that Progressive Play[®] is not responsible for the privacy

practises of other such websites. We encourage our users to be aware when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

Approved

Date: 28th June 2024

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