

RESPONSE EMPLOYMENT & TRAINING PRIVACY STATEMENT

This Response Employment & Training Privacy Statement provides an overview of Response Employment & Training's privacy protocols and responsibilities.

As an educational provider which has students whom are residents of European Union member countries, Response Employment & Training is responsible for maintaining the privacy and security of personal information collected by it and how and when that information is used or disclosed.

All personal information collected by Response Employment & Training will not be used, or disclosed to a third party, except in accordance with the IPPs or the GDPR.

What is personal information?

The IPPs define personal information as "information or an opinion, whether true or not, relating to a natural person or the affairs of a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion".

Similarly, the GDPR define personal information as "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person."

Why and how Response Employment & Training collects, uses or discloses personal information

As identified above, all personal information collected by Response Employment & Training will only be used, or disclosed to a third party, in accordance with the IPPs.

Under Response Employment & Training's Terms and Conditions of Enrolment / Registration, enrolling students are provided with details of the range of purposes for which Response Employment & Training can use or disclose (to a third party) a student's personal information e.g. statistical purposes, surveys, further study opportunities, alumni information and newsletters related to Response Employment & Training events.

In acknowledging and accepting the Terms and Conditions of Enrolment/Registration, the individual is taken to have given an implied consent to the use or disclosure of personal information for the listed purposes.

The Response Employment & Training website records each visit by a site user ("user") and logs the following information for statistical purposes - the user's IP address, the date and time of the visit to the site, the pages accessed and documents downloaded, the previous website visited and the type of browser used. This information is analysed at the end of each month to determine the site's usage statistics.

No attempt is made to identify individual users or their browsing activities.

Response Employment & Training also records the name and email address of people who make general enquiries about Response Employment & Training courses, registration or course fees through the 'Contact Us' form on the website. This information is used to enable Response Employment & Training to appropriately respond to the enquirer. This information is securely stored by Response Employment & Training.

Some Response Employment & Training web pages use “cookies”, which are small files used for record-keeping purposes. A cookie helps Response Employment & Training remember a user. Cookies can make subsequent visits to the web page simpler and more seamless. Users can set their browser to notify when receipt of a cookie, which gives the user the chance to decide whether or not to accept it. (However, by not accepting cookies, some web pages may not display properly, or certain information may not be permitted).



The cookies on Response Employment & Training website do not store personal details such as a user's name, address, telephone number or payment information, but may include the IP address, referring site and pages visited on Response Employment & Training website. IP addresses are logged to track a user's visit while the user remains anonymous. Response Employment & Training analyses this data for certain trends and statistics, such as which parts of the Response Employment & Training website users are visiting and for how long. Response Employment & Training does not link an IP address to anything that may identify a user.

Response Employment & Training uses Google Analytics to analyse the use of its website. The analytics platform gathers information about website use by means of cookies which collect anonymous data. The information gathered relating to the Response Employment & Training website is used to create reports about the use of the website.

Response Employment & Training also uses advertising cookies and technologies including Facebook and Google for the purposes of analytics and online behavioural advertising. This enables Response Employment & Training to direct advertising content that is more relevant to a user's interests. Privacy policies for Facebook and Google are also available online.

Anonymous data from advertising cookies, including browsing history and practices, may be provided to third parties for the purposes of promoting Response Employment & Training via online advertising.

For more information about online targeting and advertising cookies, as well as instructions on how to opt out, visit one of the following online advertising regulatory groups:

-  Australian Digital Advertising Alliance (ADAA)
-  Digital Advertising Alliance (DAA)

- 🌐 European Digital Advertising Alliance (EDAA)
- 🌐 Network Advertising Initiative (NAI)

Under clause 19 of Response Employment & Training's Terms and Conditions of Enrolment, enrolling students acknowledge and accept that Response Employment & Training may use a person's personal contact information (or disclose this information to a Third Party to act on Response Employment & Training's behalf) seeking participation in Response Employment & Training, Governmental or National Centre for Vocational Education Research (NCVER) student surveys, or in relation to further study opportunities, alumni information and/or newsletters related to Response Employment & Training events, unless the enrolling student withdraws such agreement and acceptance.

If Response Employment & Training uses personal information it will take reasonable steps to ensure that, having regard to the purpose for which the information is being used, the information is accurate, complete and up to date.

Storage, Security and Retention

Response Employment & Training will securely store all personal information held by it, whether in hard copy record or within an electronic information store e.g. a system or database, to mitigate against loss, misuse or unauthorised access or disclosure.

Users of the Response Employment & Training website should note that there are inherent risks associated with the transmission of information via the Internet. Every user should make their own assessment of the potential risks to the security of their personal information when making a decision as to whether or not to utilise this site. There are alternative ways to obtaining information from, and transacting business with, the Government of South Australia for those users who do not wish to use the Internet.

Response Employment & Training will take such steps as are, in the circumstances, reasonable to ensure that personal information in its possession or under its control is securely stored and is not misused. Response Employment & Training takes a risk-based approach to determine appropriate security levels.

It should be noted that the Response Employment & Training website contains links to a large number of other web sites that are included on the basis of containing content related to the South Australian community, business or government. When a user has clicked on a link to another website, they leave this site and this privacy and security statement does not apply to those websites.

The content of the Response Employment & Training Privacy Statement may be updated from time to time, so users are encouraged to regularly check the Privacy Statement and carefully read the information provided.

Rights

Under the IPPs, a person for whom personal information is held by Response Employment & Training can request that information be accessed, updated or if appropriate, corrected.

Requests for personal information to be accessed, updated or corrected or complaints about the manner in which Response Employment & Training has dealt with an individual's personal information should be directed to the Response Employment & Training Support Officer via:

training@responsetraining.com.au

