



PRIVACY STATEMENT

Macquarie Employment Training Services Inc. is committed to ensuring the privacy of personal information, which you might supply, to us at any time. When you submit any information to us, your submission is an acknowledgment of and agreement with the terms of this statement and to the use of that information by METS.

Any information of a personal or sensitive nature that is collected from you by METS will only be used as necessary for the business to be transacted between us and for the purposes of providing our customers/clients with better services and products. It will not be disclosed to anyone else unless we are required by law to disclose it or you tell us we can or should.

METS access to this information is limited to authorised persons - employees and in some cases contractors and consultants who are all bound by contractual obligation to maintain the confidentiality and privacy of that Data.

We may, in the ordinary course of our own business, use collected information to direct market our products and services. You should indicate if you prefer not to receive that marketing material in this manner.

If any of the personal information which you submit to us changes or becomes inaccurate, we ask that you notify us of the changes, so that we can take steps to correct the data we hold. Unless you tell us, we cannot be responsible for inaccurate or out of date information.

METS is continually assessing and updating its systems to ensure the security of information on file as well as that retained on our independent systems. All reasonable efforts are made to provide an acceptable level of confidence that information cannot be used by unauthorised persons or in a manner likely to affect the reputation or standing of individuals.

Much of what is collected and stored is for our own use only to evaluate the effectiveness of our products and the services. We use the information to improve our Business. Or we may simply use this information to contact you to obtain your consent or authority to use the data provided in a particular way not mentioned here.

Subject to the rights of other individuals and persons whose information may be collected and aggregated with yours, you may request and we will disclose to you details of your personal information that we hold at any time. Given our commitment to your privacy, we can request verification from you and evidence to support such a request to ensure that the person who so requests that information is the person entitled by law to receive it.

Most importantly, your information will not be given to any third party by us, unless it is specifically required by law (law enforcement rights or where there is a threat to someone's safety involved are the usual cases) or where full details have been given to you and you have provided us with your approval or consent.

You may at any time request METS to delete all information held by us in relation to your organisation and we will take all reasonable steps to action that request promptly. However, there may be technical or other constraints to completely destroying all information contained in your Data file, as well as legal and statutory duties and responsibilities imposed on us that might also prevent us from destroying or removing from our records all such information.

METS is committed to the promotion of the highest standards of compliance in all regulatory matters. The National Privacy Principles have been incorporated into the design and implementation of this Privacy Statement.

If you have any queries concerning this Privacy Statement, contact METS on 9838 0567.

