

PRIVACY POLICY & COLLECTION STATEMENT

This Privacy Statement applies to One Legal Pty Ltd ACN 84 143 894 277, trading as “*OneLegal Training & Recruitment*”. We recognise the importance of your privacy and the security of your information and operate in accordance with the Australian Commonwealth *Privacy Act 1988* and the *National Privacy Principals*.

Types of information that we collect

The personal information we collect may be in written, audio or electronic form and includes all information needed for us to conduct business as a Registered Training Organisation and Recruitment Services Consultancy. Information we collect includes your enrolment or registration applications, and associated written and verbal communications. This includes your full name, contact details, date of birth, USI, employer/job details, bank account/credit card details, special learning needs and your resume. We may also collect copies of your academic certificates, transcripts, statements, references etc.

Sensitive information

Certain information that you give to us is deemed “*sensitive information*”. This includes information regarding racial or ethnic origin; political opinions or membership of political associations; religious or philosophical beliefs; membership of associations or trade unions; sexual preferences; criminal record; or health-related information. We only disclose sensitive information with your specific consent.

Purposes for which we hold personal information

We collect your personal information to assist you with choosing or enrolling in one of our courses, or finding a new employment opportunity. If we are assisting you with seeking new employment, we may, with your authorisation, forward your Resume and other necessary information to specific organisations who may be interested in considering you for an employment opportunity. We only send your personal information to entities within Australia, although, if needed, an organisation may forward your information to their overseas offices.

Once you have registered with OneLegal as a student or a job-seeker, we will keep in touch with you, which may be by telephone, email, video-conference, text or post. We may contact you regarding new training or employment opportunities; to obtain feedback regarding our services; or to let you know of other further services we provide such as seminars, webinars or other events.

Organisations who we may need to share your information with are our service providers for IT, educational services and debt recovery, as well as any necessary Government or regulatory authorities. If you would like us to share your information with any other organisations or individuals, we require your express written consent before doing so. This is with the exception of where we are under a legal duty to disclose specific personal information to an organisation lawfully entitled to receive the information, such as the ATO or the Australian Police. We never sell, rent or licence your personal information to any other person or entity for marketing or other such purposes.

PO Box 286
Daylesford VIC 3460

How we store and protect your personal information

We hold your personal information in our password-protected reputable online databases and we use a reputable, branded anti-virus software system.

When you visit our website, our servers gather information such as your IP address, the originating website used, and your internet service provider. We may use this information for statistical and systems administrative purposes only and will not be used to identify website visitors or specific browsing activity. In certain pages of our website we ask you to provide specific personal information online, such as your contact details, qualifications or Resume. We collect this information to help you with choosing or enrolling in one of our courses, or with finding new employment.

How we ensure Personal Information is accurate and current

OneLegal does its utmost to ensure that all personal information is accurate and current, and that it is promptly updated whenever you give us new information. You may at any time request for your personal information to be updated and this can be done by contacting Janie Thomas of our office.

Accessing your Personal Information

You can request access to the information that we hold about you by writing or emailing Janie Thomas. Applications may incur an administration charge of up to \$40.00 and we may require up to 3 working days to retrieve your file from archives and review the information. We can refuse access to personal information if it would interfere with the privacy rights of another person, or if it breaches any confidentiality that is attached to that information.

Enquiries and Complaints

If you have an enquiry or complaint regarding our Privacy Policy, please contact Janie Thomas at the contact details below. If you are not satisfied with the outcome of our response, you can contact the Office of the Federal Privacy Commissioner.

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Email: janie@onelegal.com.au
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