



Privacy Policy

Your privacy is important to the Western Australian Training Academy (WATA). This privacy policy provides information about the personal information collected by WATA and how it may be subsequently used, held or disclosed. WATA is committed to complying with the Australian Privacy Principles (APPs) outlined in the *Privacy Act 1988* (Cth).

Personal information refers to any information that identifies or could identify the user, this usually consists of name, address, date of birth, gender, suburb and postcode. Information may also include credit card or other banking information if purchasing tickets and/or merchandise or making a tax deductible donation.

Unless an individual gives WATA consent to act otherwise, this policy governs how WATA handles personal information provided by individuals.

Furthermore if you do not wish to have your personal information used for a particular purpose we will act in accordance to your wishes.

1. Accessing WATA Online

“WATA Online” refers to the Western Australian Training Academy website with its top-level domain located at <http://www.watrainingacademy.com.au> and all related sub-domains. You need not disclose your identity to WATA in order to visit WATA Online except where personal information is voluntarily supplied. However the internet server may automatically record details about any computer used to access the website (for example domain name, browser type and IP address), the date and time of access and subsequent details of information downloaded. This information is used for internal statistical purposes.

When you use this website you consent to the Foundation’s use of any information you provide for the purposes outlined below.

1.1 Cookies

A cookie is a small text file that WATA Online may place on your computer, the file may collect and store personal information about you. Usually, cookies are used as a means for a website to remember your preferences with the aim of improving your online experience.

1.2 Website Analytics

When you visit and browse WATA Online, our website host and some third party service providers may collect information for statistical, reporting and maintenance purposes. Subject to the terms of this privacy policy the collected information will not be used to identify users but rather to administer and improve WATA Online.

Collected information may include but is not limited to:

- Date, time and duration of a website visit
- IP address of your computer
- Visiting patterns and path taken through our website

Website Analytics generate statistical and other information about website usage which is used to create reports about the use of WATA Online.

The WATA treat personal information obtained through cookies and any other personal information supplied to us in accordance with this privacy policy.

2. Information Collected

Generally WATA collects personal information directly from your use of the website and any registration you make to receive information, including email. The personal information collected and held includes:

- Name, address, email, gender and occupation
- IP address and geolocation
- Event attendance history and previous merchandise purchases or donations
- Information derived from the use of “cookies”

By providing WATA with personal information, you consent to that information being used, disclosed and stored in accordance with this Privacy Policy.

2.1 Storage of Personal Information

Wherever reasonably practical WATA will store information on data servers that are owned and controlled by WATA and located within Australia, however if third party service providers are located overseas information may be stored or processed overseas.

2.2 Information Security

WATA will take reasonable steps to ensure the security of personal information directly held from risks such as loss, misuse, unauthorised access, destruction, modification or disclosure.

WATA only permits personal information to be accessed by authorised personnel. Reasonable steps will be taken to hold information securely in both physical and electronic form.

3. Information and Third Parties

Personal information collected by WATA may be disclosed to third parties whom are contracted for specialised functions (including mailing houses and printing companies).

Conversely during the course of business WATA may also collect personal information given by a third party. This information forms part of the fore mentioned personal information this policy deals with. The WATA will not intentionally solicit personal information that is unintentionally disclosed.

4. Use and Disclosure of Personal Information

WATA may collect, use and disclose your personal information for purposes including but without limitation to:

- To verify your identity
- Improve WATA Online
- To provide you with information about events, products and/or services that may interest you
- To our third party service providers in connection with any of the above

You may contact us using the contact information specified in Paragraph 5.2 if you do not wish to receive marketing information from us.

WATA may disclose personal information if the disclosure is required by law, including without limitation to the Australian Privacy Principles under the Privacy Act 1988 (Cth).

5. Privacy Complaints and Contacting WATA

5.1 Access and Correction

WATA will take all reasonable steps to ensure that the personal information it collects uses or discloses is both accurate and complete.

However if you believe your personal information to be inaccurate an individual may request access to and seek correction of their personal information held by WATA at any time.

You will however be required to provide proof of identity in order to obtain access to your personal information. WATA may charge a fee where access is provided but also reserves the right to refuse access to information if permitted to do so by law.

5.2 Complaints

Complaints may be made by contacting WATA by email at complaints@watrainingacademy.com.au or phone at 08 9242 6700.

You will be informed of the outcome of your complaint within a reasonable period of time following completion of the investigation.

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