

# Privacy Policy

Learning Simplified is committed to protecting your privacy and ensuring the responsible handling of your personal information. This policy outlines how we collect, use, store, and disclose your information in accordance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs).

You can learn more about the APPs at the [Office of the Australian Information Commissioner](#).

## What is Personal Information?

Personal Information is any information or opinion that identifies an individual. This may include your name, address, email, phone number, or other contact details.

We collect personal information through:

- Enrolment forms and training registrations
- Direct communication (phone, email, in person)
- Website interactions and subscriptions
- Authorised third parties and publicly available sources

## Why we collect it

We collect personal information to:

- Deliver training and consultancy services
- Communicate with learners and clients
- Provide updates, resources, and marketing materials

We may also use your information for closely related secondary purposes that you would reasonably expect. You can opt out of marketing communications at any time by contacting us.

## Sensitive information

Sensitive information includes details such as racial or ethnic origin, political or religious beliefs, trade union membership, criminal records, or health information.

We only collect and use sensitive information:

- For the purpose it was provided
- For directly related secondary purposes
- With your consent, or where required by law

## Third parties

Where practical, we collect personal information directly from you. In some cases, we may receive information from third parties. When this occurs, we take reasonable steps to ensure you are aware of the information provided.

### **Disclosure of information**

We may disclose your personal information:

- To third parties with your consent
- Where required or authorised by law

### **Data security**

We store personal information securely and protect it from misuse, loss, unauthorised access, modification, or disclosure.

When no longer required, we take reasonable steps to destroy or de-identify your information. Most records are retained for a minimum of seven (7) years.

### **Access and corrections**

You may request access to the personal information we hold about you and ask for corrections if needed. We may require identification before releasing information.

We do not charge for access requests but may apply a reasonable administrative fee for copies.

### **Keeping your information up to date**

We aim to keep your information accurate and current. If your details change or you believe our records are incorrect, please let us know so we can update them.

### **Policy updates**

This policy may be updated from time to time. The latest version will always be available on our website.

### **Questions or complaints**

If you have any questions or concerns about this Privacy Policy, please contact us via [info@learningsimplified.com.au](mailto:info@learningsimplified.com.au)

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