



Privacy Policy

Prepared by Altis Consulting

Contents

1	Introduction	3
1.1	Links to other websites	3
1.2	Information gathering	3
1.3	Cookies and web tracking tools	3
1.4	Server logs	4
1.5	Emails from you to us	4
1.6	Subscription	4
1.7	Payments	4
1.8	Disclosure of information	5
1.9	Your rights	5
1.10	Customer Service	5

1 Introduction

Wherever possible, Altis Consulting Pty Ltd (Altis) determines how it collects, holds, uses and discloses personal information in accordance with the Australian Privacy Principles contained in the Privacy Act 1998. If you are an individual in the European Economic Area (EEA), we collect and process information about you only where we have legal bases for doing so under applicable EU laws. You can read our EEA privacy policy [here](#).

Your privacy matters to us. This privacy statement sets out the basis on which we may use and process the information that you freely provide to us and consent for us to use. By using this website, you agree to this privacy statement. If you do not agree with this privacy statement, please do not use our website. We may change or modify this privacy statement at any time and without notice. Please check this page periodically to access our most up to date privacy statement.

1.1 Links to other websites

Our website may, from time to time, contain links to other websites. If you follow a link to any of these websites, please note that we do not log visitors' clicks from our website to them. Also, these websites have their own privacy statement, terms and conditions and we do not accept any responsibility or liability for these websites or the information you provide to them.

1.2 Information gathering

We only collect information where you make it available to us, you may do this by allowing us to place cookies on your browser or hard drive, by accessing server logs or when you contact us through the information available on our website.

1.3 Cookies and web tracking tools

Our website uses cookies to understand how you use our website so that we can enhance your experience. A cookie is a small text file of letters and numbers that we store on your browser or the hard drive of your computer, if you agree. Cookies contain information that is transferred to your computer's hard drive. We do not receive any personally identifiable information about you from the cookies that we use. We use analytical/performance cookies which allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example,

by ensuring that users are finding what they are looking for easily. Most browsers automatically accept cookies from websites. If you go into your browser settings you can choose to refuse all or some cookies. However, if you set your browser settings to block all cookies you may not be able to access some or any areas of our website.

1.4 Server logs

When you visit our website we use server logs to capture certain non-personally identifying data for statistical purposes, such as the time and date of a visit, the browser and operating system being used, the IP address or domain name of the user's ISP, and the web URL a user linked from. This information is used in the aggregate to help us plan system enhancements when necessary and to provide content which is compatible with our visitors' web browsing systems.

1.5 Emails from you to us

When you email us through the Contact Us page on our website we may keep a record of that correspondence, your e-mail address, and/or any other data submitted by means of such a message.

1.6 Subscription

When you subscribe to our services using the subscribe form on the website, we capture personal information including your name and email address. We use this information solely in distributing content from us which is directly related to our business and which we believe you will find of interest.

1.7 Payments

When processing a financial transaction on our site (such as the purchase of a training course), we request your credit card details only to finalise/approve such a transaction.

We do not store credit card details nor do we share financial details with any 3rd parties.

1.8 Disclosure of information

We hold the information you provide to us securely and in confidence. We will only disclose information to unrelated third parties without your consent if we are under a duty to disclose or share such information in order to comply with any legal obligation, or on the request of a legal or regulatory authority or in order to enforce or apply our Terms and Conditions.

We do not sell or otherwise distribute or share any of your personal information, unless directed under a Duty of Disclosure requirement.

1.9 Your rights

You have the right to access information held about you and you are free to exercise this right at any time. Any access request may be subject to a nominal fee to meet our costs in providing you with details of the information we hold about you.

1.10 Customer Service

If you have any questions regarding our Privacy Policy, please email us at: connect@altis.com.au or contact your local office:

Australia:

Suite 22.01, Level 22,
259 George Street
Sydney NSW 2000
Tel: +61 2 9211 1522

New Zealand:

Level 3,
22 Fanshawe Street
Auckland 1010 NZ
Tel: +61 9 369 1910