



AIRSAFE
Transport Training

ABN 81 755 280 402

PO Box 347
CLOVERDALE
WESTERN AUSTRALIA

Telephone: (61 8) 9277 6968
Telephone: (61 8) 9277 6968
Web: airsafe.com.au

INFORMATION PRIVACY POLICY

Uncontrolled when printed

AIRSAFE is required to collect and retain certain information from course participants for identification, feedback, reminders, reporting and competent authority approval requirements.

Information gathered includes:

First and Surname of participants;

Contact information (such as email addresses and contact phone numbers);

Postal information of companies and individuals for distribution of certificates;

Dates of birth when required for security and identification purposes;

Credit card information for manual payments (NOTE: Credit card information is held in a secure location and no card details are released or re-used.).

Online credit card transactions are processed through the secure site eWAY and no card details are retained by **AIRSAFE**.

Information pertaining to a particular company or their employees will not be released to any other party without written permission from the company or individual concerned.

Information concerning participant results is only available to the participant and/or their company booking contact. Details concerning participant results will not be released to any other party unless written permission is received from the owner of the information.

No participant or company information is released to authorities unless a formal request has been made in writing.

Amendments to online participant details can be made by the individual or their company contact through the training portal or by email to administration. Participant details can only be deleted by request to the site administrator.

If individuals or companies wish not to receive future communications from **AIRSAFE**, they can request cessation of correspondence by email to admin@airsafe.com.au. A note to this effect will be made in the administration system and all efforts will be made to comply with the request.

No information supplied by customers will be sold or otherwise disclosed for commercial marketing purposes.

For any queries regarding this policy email: admin@airsafe.com.au.