

Initial Stages : Privacy Statement

1. Personal Information collected when you enrol
2. Purpose and use of Personal Information we collect from you
3. Publishing Personal Information
4. Access to the Personal Information we collect
5. Security of your Personal Information
6. How to contact us

1. Personal information collected when you use this website

The Privacy Act (Cth) 1988 defines Personal Information to be "information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion."

When you enrol in Initial Stages, we shall collect personal information from you via the enrolment form.

The Personal Information collected by Initial Stages when you complete the enrolment form will include your name, address and contact details, and will include other Personal Information. In all cases and at all times, this Personal Information will only be used for the stated purpose for which it was provided.

This Personal Information will not be disclosed to a third party, without your express consent, other than photos and stories taken from students for the purposes of advertisement.

2. Purpose and use of Personal Information we collect from you

The Personal Information we collect from you is collected for

- maintaining a register of students;
- Fee collection; and
- In cases of emergency, contact details.

The Personal Information collected by Initial stages will not be disclosed to a third party except where authorised by you or required by law.

3. Publication of your Personal Information

We will only publish Personal Information if it has been collected with your knowledge, or if you have otherwise consented to the disclosure.

All Personal Information collected Initial Stages is protected by the Privacy Act (Cth) 1988 and any subsequent Federal legislation. Information on the Commonwealth Privacy Act 1988 can be found on the Federal Privacy Commissioner's website <http://www.privacy.gov.au/>.

4. Access to the Personal Information we collect

If you wish to know what, if any, Personal Information we hold about you, or wish to correct any Personal Information we may hold about you, you may access and correct such Personal Information at any time by contacting us using the contact information provided below.

5. Security of your Personal Information

Your Personal Information will be held in strictest confidence.

6. How to contact us

We want to develop a long and trusted relationship with you. If at any time you have any questions regarding this privacy statement, please contact us.

INITIAL STAGES
8 PRINCES CRESCENT
SHEPPARTON, 3630
PHONE (03) 5831 6819 ABN 5368549124
EMAIL: INFO@INITIALSTAGES.COM