

## **PRAXIS Australia**

### **Collection of your personal information**

Personal information is information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

PRAXIS Australia Ltd (**'PRAXIS'**) collects personal information from you in a variety of ways. PRAXIS is required to take reasonable steps to ensure that before we collect information from you (or as soon as possible after we collect it) you are aware of the following:

- the fact that your information is being collected;
- the purposes for which it is collected;
- the people who will receive and use your information and to whom it may be disclosed;
- whether the supply of personal information is required by law or is voluntary and any consequences for you if the information (or part of it) is not provided;
- your right to access and correct the information we collect and hold about you; and
- our contact details.

#### **Collection**

This privacy collection notice serves to inform you as to how PRAXIS uses and discloses your personal information which is collected through:

- the admissions process;
- the enrolment process and throughout your time at PRAXIS; and
- when accessing the PRAXIS websites.

The information we collect includes name, contact details and on occasion, details about employment or an association with an institution or organisation. We also collect and store invoices and bank details for payment processing.

It is our usual practice to collect personal information directly from the individual or their authorised representative. Sometimes we collect personal information from a third party or a publicly available source, but only if the individual has consented to such collection or would reasonably expect us to collect their personal information in this way, or if it is necessary for a specific purpose such as the investigation of a privacy complaint.

For students of PRAXIS, in order to assist you with your educational experience we will also be recording your interactions with our online learning platform which may include detailed information such as time spent on individual pages of the learning tools, resources accessed and assessment activity responses.

There may be instances where PRAXIS collects your personal information which are not covered by these notices. In those instances, PRAXIS will separately inform you at that time of collection or shortly thereafter, in relation to the collection and use of your personal information.

### **Use and disclosure**

Generally, PRAXIS will only use personal information for the primary purposes for which it was collected. These include:

1. **Access to website:** Please note that when you visit the Website the PRAXIS server does make a record of your visit and logs the following information:
  - your IP address;
  - the date and time of your visit to the Website;
  - the webpages you have accessed and the documents you have downloaded;
  - the type of browser you are using; and
  - the username entered if accessing a restricted webpage on our Website.
2. **Lodging an enquiry:** PRAXIS collects your name, email and phone number. This information is not disclosed to third parties (unless required by law) and is used for the purpose of following up enquiries and for future marketing activities.
3. **Participating in a course or other educational activity:** PRAXIS collects your name, email and phone number, institutional details for billing purposes and banking details. This information is not disclosed to third parties (unless required by law) and is used for the purpose of enrolling students, processing fees and for future marketing activities.

There are a few exceptions to this. We disclose to our Moodle site information about you and your interactions with this platform for all of our courses. The Moodle site is hosted on a cloud based server within Australia.

*HREC Essentials nationally accredited training course.* This course requires us to disclose information to other organisations. This includes RMIT University who then provide the Australian Skills Quality Authority (ASQA) a variety of information about you including your name, date of birth, email and phone details and (if necessary) your passport number or other unique identifier, through various application forms. This is in accordance with section 216 of the NVR Act.

[http://www.asqa.gov.au/verve/resources/ASQA\\_Privacy\\_Policy.pdf](http://www.asqa.gov.au/verve/resources/ASQA_Privacy_Policy.pdf)

PRAXIS may also seek your consent to your personal information being used or disclosed for specific purposes.

### **Overseas disclosures**

We use Google Analytics on our websites. Information and data collected through Google Analytics is stored by Google on servers in the United States of America, Belgium and Finland.

### **Direct marketing**

Where people consent, including by subscribing to offers on our website, or becoming a registered user of PRAXIS Australia Limited services, or by a listing on a publically accessible database, we collect email addresses and these may be used for future marketing activities.

### **The consequences for the individual if personal information is not collected:**

- Enrolment into nominated courses or services offered by PRAXIS will not be permitted;
- Certificates of Completion and Statements of Attainment by PRAXIS and authorised third parties will not be possible.

### **Access and correction**

You can also request that PRAXIS corrects the personal information it holds about you. PRAXIS can refuse both access and correction requests in particular situations, however, a statement of reasons will be provided to you if this occurs.

If you would like further information on how your personal information is handled by PRAXIS or information on lodging a complaint or to request access or correction of your information, please refer to the Privacy Policy: <http://www.praxisaustralia.com.au/privacy-policy#privacy>

or contact the CEO at:

Telephone: +61 (8) 8122 4576

Email: [info@praxisaustralia.com.au](mailto:info@praxisaustralia.com.au)