

Powers Digital Solutions Privacy Policy

This policy applies to Powers Digital Solutions Pty Ltd (ABN 19 625 381 811) and describes the way that we collect, hold and disclose personal information about individuals.

Why does Powers Digital Solutions collect personal information?

We collect and hold your personal information so that we can perform our business functions. For example, we may collect your personal information on our website where you want us to contact you, or for the listed uses below or to allow us to provide you or your business with services.

What personal information does Powers Digital Solutions collect?

The types of personal information we collect will depend on our dealings with you. It may include your:

- name
- gender
- email and contact address
- phone number
- business name
- title

From time to time we may also ask you to provide us with additional personal information. If you can't provide us with this information then we may not be able to offer you the information or services requested.

Where you purchase tickets through our website, we do not collect your financial information as this is processed by our service provider and is subject to their privacy policy.

How does Powers Digital Solutions collect my personal information?

Generally, Powers Digital Solutions will collect personal information directly from you. This will occur when you:

- access or request information through our website, email or on the phone
- provide information when you email, phone or contact us through our website
- have dealings with Powers Digital Solutions
- purchase tickets to a training course through our website
- attend a training course
- complete a survey on our website or through a third party website
- access, request or provide information at an industry conference

Occasionally, we may collect your personal information from third parties, such as our partners, service providers and clients. Where this happens, we will always act in accordance with privacy laws and take reasonable steps to ensure you are aware of the purpose for collecting the information.

How does Powers Digital Solutions use my personal information?

We use your personal information for the purpose for which it was collected.

This includes:

- providing you or your business with training or professional services
- delivering personalised content
- promoting Powers Digital Solutions's current and future services, training and events
- providing Powers Digital Solutions newsletters and information on topics related to our business
- conducting research on our current and future training and services
- improving the operation of our website
- conducting surveys on our services and product lines

We may use your personal information for other purposes that are related to the above. If we do this then we will make you aware of the purpose at the time of collection, unless it is otherwise permitted or required under law.

Where we use your personal information for direct marketing purposes it will be sent directly from us. You will be given the opportunity to opt out of receiving future correspondence.

Where we send you these types of messages, you are entitled to request us to tell you where we obtained your personal information. We will provide you with this source unless it is unpractical or unreasonable to do so.

Will Powers Digital Solutions give my personal information to anyone else?

Powers Digital Solutions may need to provide your personal information to one of our partners or our service providers. These third parties include training certification providers, legal and accounting services, and processing services.

We may also disclose your personal information to other third parties where it is required or permitted under any applicable law.

How secure is my personal information?

We take reasonable steps to ensure personal information is protected from risks such as misuse, interference, loss and unauthorised access, use, destruction, modification or disclosure.

No data transmission over the internet or email is totally secure. As a result, any personal information you send us over the internet and email is sent at your own risk.

How can I access or correct my personal information?

We take reasonable steps to ensure personal information is accurate, complete, up-to-date, relevant and not misleading.

If you want to access your personal information, or you believe we have incorrect personal information about you, then please contact us on the details below. We will take reasonable



steps to provide you with this access and there will be no fee for accessing this information. We can deny your request in some circumstances and if this happens we'll provide you with written reasons.

We reserve our right to charge you a reasonable fee for the preparation and provision of your information or correction of it. We also reserve the right to refuse to correct your information in some circumstances.

Contact us

If you require more information or want to make a complaint you should contact:
how.can.we.help@PowersDS.com

Alternatively, write to us at:

22/80 Fig Street
Pyrmont
NSW 2009

Powers Digital Solutions will endeavour to respond to you within 20 business days.

Changes to this policy

Powers Digital Solutions reserves the right to change this policy from time to time. If we change this policy, we will post the updated version on this website with the date it was updated.

Your continued use of our website or interactions with us will constitute your acceptance of the updated policy.

Last updated: 03 Sep 2019