

---

## Privacy Policy

Fluro recognises and respects the privacy rights of participants, including students, clients, and employees, and is committed to only collecting personal information that is necessary for its business functions and activities, or to comply with legal or regulatory obligations, and in accordance with the Privacy Act 1988.

Fluro will use personal information only for the purposes for which it is collected. Fluro will not disclose personal information to third parties without prior consent from the relevant stakeholder or as required by law.

Fluro collect's participant information for business functions and activities, including:

- Enrolments
- Authentication of students
- Evaluation and assessment of completed course work
- Continuous improvement of services offered by Fluro
- Reporting and licensing requirements as a Registered Training Organisation
- Traffic log cookies for statistical analysis

Personal information may be collected by way of completed forms and questionnaires, phone conversations, emails and face-to-face meetings. Participants are informed of the purpose of collection at the time it is collected.

In keeping with the Privacy Act 1988, Fluro reserves the right to disclose stakeholder information to:

- Australian Skills Quality Authority (ASQA)
- WorkSafe WA
- Australian Quality Framework
- Third parties, as either: required by law, in direct relation to legal action or debt collection, or to employer's who have funded a students course.

Personal information will not be disclosed for purposes other than those listed above. Nor will personal information collected by Fluro be disclosed to locations outside of Australia or in external territories.

Fluro is committed to ensuring that information is secure, and that systems and procedures are in place to protect the privacy of participants. We use a secure server using 128-bit SSL encryption technology, as is industry standard.

Individual's on whom Fluro holds personal information, have the right to obtain access to their personal information and to advise of any perceived inaccuracy. A fee may be involved for retrieving and preparing personal records for view. In accordance with the AQTF Standards for Registration, personal files will be kept for 30 years after registration.

An individual can request a correction to personal data held by Fluro. Fluro will respond to such a request within a reasonable period and will not charge the student for the request.