

Website Privacy Policy

Introduction

Capability Resources is committed to protecting the privacy of information collected from visitors to our site, in particular information that is capable of identifying an individual. We have in place policies and procedures for the collection, use and disclosure of information obtained through the site. Our procedure for dealing with any personal information you provide to us is explained in this policy and complies with the Privacy Act 1988 and the Spam Act, which regulates the sending of emails and other electronic communications. This Policy will be periodically reviewed.

The information set out in this policy apply to personal information you provide to us knowingly and voluntarily by our website, by other agreements with us and to information we may collect about you from other sources.

Collection of information

The type of necessary information Capability Resources collects from you will depend on the nature of your dealings with us and any law that requires the particular information to be collected. We will collect personal information about you when you:

- visit our website;
- subscribe to our newsletter;
- apply for employment with us;
- complete any online forms, including course enrolments;
- email us; or
- otherwise have business dealings with us.

Where the required information has not been provided by you, we may not be able to fulfil the dealings you have with us. If we collect personal information about you from someone else, we will take reasonable steps to inform you, unless this would pose a serious threat to the life or health of a person.

Emails

We will record your email address if you send us a message. The personal information you provide will only be used for the purposes for which you have provided it and we will not disclose it without your consent, except where authorised or required by law. Your email address will not be added to a mailing list, unless you subscribe this information to a mailing list provided via this site or inform us otherwise. Information provided to a third party will only be done so for the purposes for which you provided your information.

Website

When you visit our website, a record of your visit is made which records information such as:

- your top level domain name;
- the date and time of your visit;
- the web pages you accessed;
- the documents you downloaded;
- the type of browser you are using; and
- your server address and IP address on a general and aggregate basis, in order to analyse the performance of our sites;
- the items you searched for.



This data is used completely anonymously in order to determine the amount of people who visit our sites and the most frequently used sections of our sites. This enables us to continually update and refine our site. If you use any forms on the website to send an email to someone at Capability Resources, a record will also be made of your email address.

The Capability Resources website may contain links to other sites and Capability Resources is not responsible for the privacy of those sites.

Sensitive information

Capability Resources will only collect sensitive information about you when you have consented; the collection is required by law or is necessary for legal purposes.

Use of information

Capability Resources may use the information collected in the following manner:

- for statistical analysis;
- for our database maintenance;
- for continual improvement of our website;
- to respond to any email inquiries;
- to notify you of any upcoming marketing, training, or other events;
- for quality control;
- for systems administration;
- for compliance purposes;
- to receive services from you or your employer; and
- for employment purposes;
- as required by any law; or
- for enrolment purposes.

We will only publish personal information on this site if it has been collected for this purpose with your express knowledge, and if you have consented to the disclosure. When giving such consent you should be aware that information published on this site is possibly accessible by users globally, that it will be indexed by search engines and that it may be copied and used by any web user. This means once the information is published on this site, we will have no control over its subsequent use and disclosure.

If you have previously provided your name to Capability Resources for information about the products and services we provide, you are able to request that your name be removed by sending an email to admin@capres.com.au advising us that you do not wish to receive further information from us.

Access to information

If you wish to obtain access to information that Capability Resources has collected about you through its website, you should contact us by email: admin@capres.com.au or phone +61 2 4932 7148.

In particular circumstances, Capability Resources may otherwise refuse your request for access to your personal information. If access is refused, Capability Resources will provide you with a written reason for refusal.



If you believe the information is inaccurate

Capability Resources will take reasonable steps to make sure that any personal information we collect, use or disclose is accurate, complete and up-to-date. If you believe that any information that Capability Resources holds about you is inaccurate, incomplete, or out of date, please contact us by email: admin@capres.com.au or phone: +61 2 4932 7148.

Disclosure of the information

Unless Capability Resources is required to do so by law, we will not sell or pass on to third parties any personal information you have provided to us without first seeking your consent. We may disclose your personal information in the interest of our professional obligations as permitted under the Privacy Act.

Security

Capability Resources will take reasonable steps to protect your personal information from misuse or unauthorised access, modification or disclosure, and we will take reasonable steps to destroy personal information if it is no longer required.

The website uses Session Cookies only during a search query of the website. Upon closing your browser, the Session Cookie is destroyed and no personal information is maintained which might identify you, if you were to visit our website at a later date. The security of our system is very important to us however, please note that no data transmission over the internet is 100% secure. Capability Resources cannot accept responsibility for the security of information you send to or receive from us over the internet.

The Capability Resources Privacy Policy may change from time to time. The privacy policy will be made available to anyone who requests it, whether at our offices or by use of our website.

Your Consent

By using this site, you consent to the collection and use of information as outlined in the above documentation. If we decide to change our privacy policy, we will post those changes on this page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.

Contacting us

If you would like further information, or have any queries relating to Capability Resources Privacy Policy, please contact us by email: admin@capres.com.au or by phone: +61 2 4932 7148.

Further Information

For further information about privacy in Australia and protecting your privacy, visit The Office of the Australian Information Commissioner (OAIC) website.