



Privacy Policy

Introduction

Premium Health is subject to the Privacy Act 1988 of the Commonwealth of Australia.

Purpose

The purpose of this policy is to outline our privacy obligations under the Privacy Act and to inform our clients on their privacy rights.

Premium Health respects the privacy of all clients and is committed to protecting the personal information that is provided to and collected by us.

The policy outlines how we handle personal information, including information collected through our website and our responsibility for dealing with clients personal information.

Policy

Collection of Data:

All personal information collected by Premium Health will only be used for its primary purpose of meeting participants training and assessment needs unless the consent is given to its use for other purposes, or the law permits its use for other purposes.

Use and Disclosure

The personal information may be used to discuss a participants training progress or assessment results with their workplace manager, training coordinator, employer or another **PREMIUMHEALTH** trainer or release their assessment results where an employer has accepted the responsibility for paying their course fees. Personal information may also be collected for investigation and responding to feedback or complaints or to respond to general enquiries.

Personal information will not be disclosed to third parties without the individuals permission, except where permitted or required under the *Privacy Act* 1988.

Data Quality:

Premium Health will take all reasonable action to ensure that an individual's information is accurate and up-to-date.

Data Storage & Security:

Premium Health takes all reasonable steps to ensure that clients personal information and sensitive information is treated confidentially and protected from misuse and loss and unauthorized access, modification or disclosure in accordance with the National Privacy Principles in the *Privacy Act* 1988.

Premium Health will take reasonable steps to destroy or de-identify personal information if it is no longer needed for the purpose for which the information was collected.

An individual can access their personal information held by Premium Health by forwarding a written request to:

Privacy Officer
Premium Health
PO Box 142
ST KILDA VIC 3182

A small fee may apply for accessing an individual's personal information, however this will depend of the nature of the request.