

Privacy Policy

Background

PrincipleFocus is a leading private trainer and integrated service provider within Australia. PrincipleFocus is subject to the Privacy Act 1988, including the National Privacy Principles.

This policy defines the way PrincipleFocus collects and uses personal information and how it ensures its confidentiality, accuracy and security.

By visiting the PrincipleFocus website, visitors expressly consent to the collection and use by PrincipleFocus of personal information according to this Privacy Policy.

Information held by PrincipleFocus

PrincipleFocus collects personal information such as:

- Names, title, position, addresses and contact numbers which are used to provide education/training information and newsletters back to the individual;
- Personal information may be provided to PrincipleFocus in the general course of providing education, training, accounting, financial planning and support to businesses or individuals.
- Business and financial details for entry into the PrincipleFocus benchmarking program; and
- By participating in the benchmarking program clients consent to PrincipleFocus utilising benchmarking data in an anonymous manner for the purpose of industry analysis, which may also include collaborative analysis with other benchmarking groups.

The use of information by PrincipleFocus

PrincipleFocus will use information for the purposes for which it was collected including the provision of business analysis. PrincipleFocus also uses information to provide and market services to clients, and to enhance and develop relationships with clients.

A database of personal information is maintained for the purpose of providing details of future events, regular email bulletins, mailing newsletters and/or to contact clients by telephone.

PrincipleFocus cannot divulge any personal information, however there may be rare occasions where PrincipleFocus is required by law to disclose information including a court order, summons or subpoena. In these circumstances, clients are likely to be aware of such orders but PrincipleFocus would only disclose what was specifically ordered.

Links to Other Websites

The PrincipleFocus website may contain links to other websites. PrincipleFocus is not responsible for the Privacy Policies or the content of any of those websites.

Security of Personal Information

PrincipleFocus take reasonable steps to ensure security of personal information through a secure internet provider, logons and passwords and staff confidentiality obligations.

The Internet is not a secure environment. If clients use the Internet to send information, including personal email address, it is at their own risk.

Access and Correction

Any time clients can request access to personal information held about them or seek corrections to their personal details. PrincipleFocus may refuse to provide access to the information if the National Privacy Principles allows.

If clients believe PrincipleFocus hold any information about them which is incorrect or out-of-date, they are encourage to contact PrincipleFocus for correction.

Contact Us

If individuals do not wish to be part of the mailing list please contact PrincipleFocus who will ensure removal from list.

If any action by PrincipleFocus is considered in breach of this Privacy Statement or the National Privacy Principles or otherwise doesn't respect the privacy of clients a complaint can be made, which will be acted upon promptly.

Please direct any queries relating to our Privacy Policy or Practices to:

Sean Martyn

Managing Director
PrincipleFocus Pty Ltd
PO Box 4394
COFFS HARBOUR NSW 2450

Tel: (02) 6658 0775

If the response of PrincipleFocus is considered unsatisfactory, telephone the Privacy Commissioner's hotline on 1300 363 992.