

Brain Boost Privacy Statement

Brain Boost Pty Ltd is committed to keeping any personal information that you provide confidential. Our goal, as always, is to provide the best customer service possible, which includes maintaining our visitors' privacy. At Brain Boost your right to privacy has always been and continues to be important to us.

Throughout this Privacy Statement Brain Boost Pty Ltd is referred to as Brain Boost.

Brain Boost provides services to client organisations in the form of learning, training and development in Brain Boost Learning, either for employees of organisations or the general public. Any personal information such as your e-mail and or postal addresses, telephone numbers, and other data becomes available to Brain Boost when submitted by either you or the client organisation for whom you work or to whom you are applying for a position. Brain Boost uses the same services when engaging staff. If the information about you is not correct you should contact us and we will then correct the information held in our systems.

We will only use and disclose the information for a purpose you would reasonably expect or we will request your consent for any other purpose.

Brain Boost does not share any personally identifiable information with any other individual or organisation, other than the respective client organisation if appropriate, for any purpose, unless we are required by law to do so or if the laws allow us to do so or if you provide your consent for us to do so.

We may use the information to communicate with you more effectively. However, despite all best efforts, Internet and e-mail communications are never 100% confidential and it is possible that information transmitted to us may be read or obtained by other parties.

Applicants to Brain Boost

When you apply to join Brain Boost, you will provide us with personal information and you may be assessed against defined competencies. Brain Boost holds only that personal information necessary for us to assess you.

The technologies used in your assessment are confidential to Brain Boost and are not disclosed to applicants. The materials used in the evaluation are kept secure and are destroyed after a limited time.

Your Rights

If you would like more information about the type of personal information held by Brain Boost or you require details of the information held about you, or you have a complaint about how Brain Boost is managing your personal information, please contact the Compliance Manager using the contact details provided below.

Your request for details of your personal information held by us should be made in writing and for security reasons must include current photographic identification in the form of copy of your driver's licence or your passport photo page. There is no fee for requesting access to your information; however, we may charge you the reasonable cost of processing your request.

Contact details for further privacy information for Brain Boost should be addressed to:

The Compliance Manager
Brain Boost Pty Ltd
PO Box 7250 Hutt Street
Adelaide SA 5000