

Privacy Policy

1. Your personal information is important to us

Pivot Point Academy is committed to protecting our students' privacy. We recognise that you have a right to control how your personal information is collected and used. We know that providing personal information is an act of trust and we take that seriously. Allied Educational Services Pty Limited is bound by the National Privacy Principles contained in the Privacy Act 1988.

2. Collecting information about you

Pivot Point Academy will only collect personal information to the extent that is necessary for the purpose of providing services to you. For example, when you apply for a course we may ask for your personal information such as:

- name
- address
- banking/credit card details etc.

3. Using and disclosing your personal information

Any personal information you give us will be used solely for business purposes, which may include:

- establishing your account with us
- fulfilling our obligations under any contract with us
- providing you with information about our products, services and special offers
- developing our products to better suit your needs and preferences.

We will not use or disclose any personal information for any other purpose without your consent, except in highly limited circumstances such as where:

- disclosure is required by law
- you are in default of your account with us, in which case we may disclose your
- personal information to a collection agency for the purposes of recovering the debt
- government requirements

4. Sending you promotional material

Pivot Point Academy will not send you any promotional material if informed that you do not wish to receive such material. If you receive any

promotional or other material from us and do not wish to receive this information any longer, you may request that your name be removed from our list by contacting us by phone. ([link to contact page](#)) Alternatively; you can e-mail info@pivot-point.edu.au. ([link mailto:info@pivot-point.edu.au](mailto:info@pivot-point.edu.au))

5. Storage and security of your personal information

Pivot Point Academy has taken all reasonable steps to keep any personal information which we hold about you secure against unauthorised access. Any personal information that we store on computers is stored using secure servers that are protected in a controlled environment. We do not store any credit card details electronically thereby safeguarding your credit card details against computer fraud and hacking.

Only authorised personnel are entitled to access your personal information. All of our authorised employees are contractually obliged to respect the confidentiality of any personal information held by us.

6. Accessing and correcting personal information

If at any time you want access to any information we hold about you or you wish to have personal information that we hold about you updated, corrected or deleted please contact us by e-mailing Pivot Point on info@pivot-point.edu.au. ([link mailto:info@pivot-point.edu.au](mailto:info@pivot-point.edu.au))

7. Future changes to our privacy policy

Pivot Point Academy's commitment to being a leading education provider means that our business will continue to evolve as we introduce new services and products. Because of this, we may occasionally, review and revise our policies. Accordingly, we reserve the right to change this privacy policy at anytime.