



DRIVING WEST MOTOR SCHOOL

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PERSONAL PRIVACY POLICY STATEMENT

Purpose

The purpose of this policy is to outline that Driving West Motor School is committed to protecting the privacy of all customers and to deliver our commitment to privacy, we will comply with legislations and regulations of Australia.

Driving West Motor School is an Australian Registered Company and is bound by the Privacy Act as amended by the Privacy Amendment (Private Sector) Act 2000 (Act) and the National Privacy Principles contained within the Act.

1. We Respect your Privacy

Information which is collected, held or disclosed by Driving West Motor School, will be protected by the standards in this Statement. To deliver our commitment to privacy, we will:

- Comply with the National Privacy Principles under the Privacy Act 1988 in relation to personal information
- Communicate this Privacy Statement to all customers to ensure awareness of their requirement to comply with our privacy standards and to anyone else who asks for it
- Ensure lawful, fair and unobtrusive means are used to only collect personal information that is necessary for our business purposes
- Collect sensitive information only with the individual's consent, not disclose any personal information to an unrelated third party, except with the individual's consent or where we are required to do so by law
- Take reasonable steps to destroy or re-identify personal information in a secure manner when we have no further need for it or are required to do so by law
- Ensure only authorised personnel who have agreed to keep personal information confidential have access to the information, your personal information is maintained by the Managing Director.
- Take reasonable steps to keep personal information up to date, accurate and complete
- In most cases provide individuals access to their personal information on request, and
- Periodically review and revise this Privacy Policy Statement and related procedures to maintain their relevance.

2. What personal information we collect

We may collect the following types of personal information from you:

- Name
- Address
- Phone Number
- Email Address
- Information from enquiries you have made
- Communication between us
- Medical Information

3. What do we use personal information for?

Any personal details you provide will be used for the purpose of dealing with your request, enquiry or enrolment for driving lessons.

4. Disclosing Personal Information

Driving West Motor School will only make such disclosures to achieve the purpose for which the information was provided. Otherwise, Driving West Motor Schools' policy is not to disclose any personal information to any unrelated third party, except with your consent, or where we are required by law to do so.

5. Retention & Disposal of Information

Driving West Motor School will only keep personal information it needs for purpose for which it was collected. Driving West Motor School will dispose of such information when it has no further need to use it, or it is required by law to do so.

6. Internet & Email Security

Any e-mails you send are automatically scanned, which may result in certain attachments and styles of messages being automatically blocked.

You should be aware that the internet is not a secure environment. However, Driving West Motor School uses all reasonable efforts to ensure any personal information collected is held securely. In addition, only authorised personnel have access to personal information. Such personnel have agreed to ensure confidentiality of this information and are required to comply with this policy.

7. Accessing & Updating Personal Information

Upon request, Driving West Motor School will provide you access to the information we hold about you, unless there is an exception which applies under the National Privacy Principles. You are required to contact the Managing Director and allow a 24 hour turnaround time.

Driving West Motor School takes reasonable steps to ensure your personal information is accurate, complete and up to date whenever we collect or use it. If personal information we hold about you is inaccurate, incomplete or out of date, please advise the Managing Director and we will make every effort to correct this information.

For notifications of changes, modifications or corrections please contact the following:

The Managing Director

Mr Dirk Zarb-Cousin

Email: drivingwestmotorschool@gmail.com

8. Complaints or Further Information

If you have a complaint or require further information regarding how Driving West Motor School handles personal information or privacy issues please contact the Managing Director either by email (per above) or Phone 0406 782 459.

9. Changes to this Privacy Policy Statement

From time to time it may be necessary to review and revise our Privacy Policy Statement. Driving West Motor School reserves the right to change this Privacy Policy at any time and we will notify you about changes to this Policy by email.