

Website Privacy Statement

Parker Brent respects the privacy of your personal information by adhering to privacy laws. The Parker Brent web site privacy statement outlines how personal information collected through the use of its web site is managed.

Parker Brent will only use personal information provided by you for the purpose for which it was collected. We ensure that your personal information will not be disclosed to other parties except if required by law or other regulation. We will take all reasonable precautions to keep personal information secure and to protect personal information from loss, misuse or alteration. All personal information will be removed from our systems when it is no longer required except for archival requirements. Personal Information may be used for the following purposes:

- Students- applications, enrolment, course administration, provision of services
- Employees- selection, appointment, review, general administration, provision of services
- Contractors/Hirers- administration, provision of services
- Other- research, marketing

Privacy laws

In regard to personal information collected from the Parker Brent web site, Parker Brent must comply with the Victorian Privacy and Data Protection Act (2014).

Collecting, using and disclosing personal information

Cookies

Users of the Parker Brent web site may receive a cookie to their computer's memory. A cookie is a small data structure sent from a web server to the internet browser and saved on your hard drive as a text file. Most web browsers are set to accept cookies. If you do not wish to receive cookies you can disable this function in your web browser although doing so may restrict access to some web pages.

Cookies store non-personal information such as your server address, your top level domain name, the date and the time of your visit to the site, the pages you accessed and downloaded, the address of the last site you visited, and the type of browser you are using. We use this information for monitoring our web site use to facilitate web site management, development and planning.

Online forms

If you provide personal details during your visit to the Parker Brent web site, we will only use and disclose your personal information for the purpose for which it was collected. Any other type of use and disclosure will require your consent, or be in accordance with prescribed exemptions under privacy laws.

For example, if you complete an online form requesting services, unless you give consent to your personal details being used for other purposes, then those details will only be used for the purpose of requesting that service, for a secondary related purpose, or for another that falls within one of the exemptions of use and disclosure in the privacy legislation.

Security

Usernames and passwords are required for access to the Parker Brent Portal. This is to ensure that information is displayed only to the intended person. You should ensure that your password is kept securely and not disclosed to anyone else.

Email addresses are required for mail out campaigns, newsletters and testimonials. Your email address will only be used if you have provided it to subscribe to the mailing list.

You will be required to complete a photographic/media consent form if we collect and use any photography or video recording for the Parker Brent website, newsletter and publications. This is to ensure that you acknowledge that images which may be used by Parker Brent staff to promote the company's products and services. No personal information such as names will be used in any publication unless consent is given.

The privacy statement does not extend beyond this website. When linking to other sites from this website, we recommend that you read the privacy statement of that website to familiarise yourself with its privacy principles.

For information regarding the way in which information collected at the time of application is used, please refer to the Parker Brent Student Declaration & Privacy Statement, Victorian Government VET Student Enrolment Privacy Notice, and USI Privacy Notice.

For information regarding our Privacy Policy or other privacy matters please contact Parker Brent at info@parkerbrent.com.au