



## Privacy & Confidentiality Statement

The information that you provide to Alan Bartlett Consulting will be treated as Confidential and will not be disclosed to any third party without written permission

That is, the information that you provide to us will only be used:

- to arrange and deliver, training, mentoring, education and coaching. However information will be retained on file at Alan Bartlett Consulting as evidence of Competency for Traineeships and other Qualifications as required by the Australian Quality Training Framework.
- to improve the quality of our training packages, service to our clients and for evaluation purposes, information may be shared amongst AB Consulting employees and trainers for discussion and debate to determine best practice, moderation and validity across trainers and training packages.

To provide Department of Education and Training with required information inline with funding guidelines and requirements as well as other Government bodies as require by law or accreditation requirements for example to comply with auditing processes.

Some information or photos may be used by Alan Bartlett Consulting for promotional purposes at trade shows, expos, information seminars and/or on our web site. However information used for these purposes will only be selected from information provided by trainees and businesses' that have signed a permission form to this effect, which is held on file by Alan Bartlett Consulting. At no time will information be used from any trainees or businesses that have not signed a permission form.

No information identifying you or your business will be provided to any third party unless required by law.

No data identifying a client or their business or details about their business have been, or will be, sold to third parties whatsoever.

All employees of Alan Bartlett Consulting are required to abide by these confidentiality policies as required by service agreements and confidentiality laws.

If you have any concerns about the privacy or the confidentiality of your information and would like to discuss it please call Calvin Bartlett, at Alan Bartlett Consulting (07) 3343 7851.