

Privacy policy

Effective as of 20 November 2023

In this Privacy Policy, 'us' 'we' or 'our' means *Larita Academy Pty Ltd (ACN 643 363 562)*.

We are committed to respecting your privacy. Our Privacy Policy sets out how we collect, use, store and disclose your personal information.

By providing personal information to us, you consent to our collection, use, storage and disclosure of your personal information in accordance with this Privacy Policy and any other arrangements that apply between us. We may change our Privacy Policy from time to time by publishing changes to it on our website. We encourage you to check our website periodically to ensure that you are aware of our current Privacy Policy.

Personal information includes information or an opinion about an individual that is reasonably identifiable. For example, this may include your name, age, gender, postcode and contact details.

We are committed to the safe handling of data for individuals under the age of 18.

Where we collect personal information from individuals under the age of 18, due to the nature of our services, it is assumed that such individual has the capacity to understand and consent to our use of their personal information in accordance with this Privacy Policy. Where we deem appropriate, we reserve the right to request that individuals under 18 years old seek the consent of their parent or guardian to share their personal information with us and consent to this Privacy Policy.

We may collect the following types of personal information:

- name;
- mailing or street address;
- email address;
- telephone number and other contact details;
- age or date of birth;
- credit card information;
- device ID and type, geo-location information, computer and connection information, page view statistics, site traffic, ad data, IP address and standard web log information;
- details of the products and services we have provided to you or that you have enquired about, including any additional information necessary to deliver those products and services and respond to your enquiries;
- any additional information relating to you that you provide to us directly through our website or portal or indirectly through your use of our website or portal or online presence or through other websites or accounts from which you permit us to collect information;
- information you provide to us through customer surveys; or
- any other personal information that may be required to facilitate your dealings with us.

In addition, when you apply for a job or position with us, we may collect certain information from you (including your name, contact details, working history and relevant records checks) from any recruitment consultant, your previous employers and others who may be able to provide information to us to assist in our decision on whether or not to make you an offer of employment or engage you under a contract. This Privacy Policy does not apply to acts and practices in relation to employee records of our current and former employees, which are exempt from the Privacy Act.

We may collect personal information about you when you use, access or register to our website or portal, attend a workshop, or when you engage with us in any other way for example contacting us via email or social media.

While we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as which pages you visit, the time and date of your visit and the internet protocol address assigned to your computer.

We may also use 'cookies' or other similar tracking technologies on our website that help us track your website usage and remember your preferences. Cookies are small files that store information on your computer, TV, mobile phone or other device. They enable the entity that put the cookie on your device to recognise you across different websites, services, devices and/or browsing sessions. You can disable cookies through your internet browser, but our websites may not work as intended for you if you do so.

We may collect, hold, use and disclose your personal information to:

- enable you to access and use our website and portal;
- operate, protect, improve and optimise our website, portal, business and our users' experience, including to perform analytics, research and for advertising and marketing;
- send you service, support and administrative messages, reminders, technical notices, updates, security alerts, and information requested by you;
- send you marketing and promotional messages and other information that may be of interest to you, including information sent by, or on behalf of, our business partners that we think you may find interesting;
- administer rewards, surveys, contests, or other promotional activities or events sponsored or managed by us or our business partners;
- comply with our legal obligations, resolve any disputes that we may have with any of our users, and enforce our agreements with third parties; and
- assess and review any potential job opportunities and job-related content that may be of interest to you; and
- consider your employment application where applicable.

We and/or our business partners (including our charity partners) may send you direct marketing communications and information about our services. This may take the form of emails, SMS, mail or other forms of communication, in accordance with all applicable laws. You may opt-out of receiving marketing materials from us by contacting us using the details set below or by using the opt-out facilities provided in such communications.

We may disclose your personal information in the following ways:

- to our presenters, coaches and charity partners;
- to our employees, contractors, agents, professional advisers and related bodies corporate;
- to third parties who may have opportunities for potential job opportunities and job related content that may be of interest to you;
- to third party suppliers and service providers, including third parties who assist in the operation of our website, portal and/or the provision of our services to you;
- where relevant, to payment systems operators such as credit card merchants;
- to our existing or potential business partners or service providers;
- to our sponsors or promoters of any competition that we conduct via our services;
- to anyone to whom our assets or businesses (or any part of them) are transferred;
- to specific third parties authorised by you to receive information held by us; and/or
- to other persons, including government agencies, regulatory bodies and law enforcement agencies, or as required, authorised or permitted by law.

We may hold your personal information in either electronic or hard copy form.

Keeping your personal information safe is important for our business, and we will store your information securely. We take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure and we use a number of physical, administrative, personnel and technical measures to protect your personal information. However, we cannot guarantee the security of your personal information.

Our website may contain links to websites operated by third parties. Those links are provided for convenience and may not remain current or be maintained. Unless expressly stated otherwise, we are not responsible for the privacy practices of, or any content on, those linked websites, and have no control over or rights in those linked websites. The privacy policies that apply to those other websites may differ substantially from our Privacy Policy, so we encourage individuals to read them before using those websites.

Contacting us about your data

If you wish to access the personal information we hold about you, or to make a complaint about the way we have handled your personal information, you can contact us by email at:

larita.academy@lkg.com.au.

We may need to verify your identity when you request your personal information or make a complaint. Please include your name, email address and/or telephone number and clearly describe your complaint.

We will acknowledge your complaint and respond to you regarding your complaint within a reasonable period of time. If you think that we have failed to resolve the complaint satisfactorily, we will provide you with information about the further steps you can take.