

Privacy Policy

Thank you for visiting *Growth Coaching International*, a leading provider of coaching services to the education and corporate sectors. We respect and protect the privacy of our clients and prospective clients/visitors. This privacy policy tells you how we collect and use information.

The term "Personal Information" in this privacy policy means any information from which your identity is apparent or can be reasonably ascertained.

We do not collect Personal Information about you when you visit our website *unless* you or your employee has enrolled you, for example to: register for one of our programs; enquire about a program; make e-store purchases; or subscribe to our e-newsletter.

You can visit our website without telling us who you are or revealing other Personal Information. If you send us a contact or feedback form you do not need to identify yourself or use your real name.

Personal information

If, after browsing our website or materials, you do wish to sign up for our e-newsletters; register for one of our programs; enquire about a program or make e-store purchases we will collect the email address you nominate and any other identifying information you provide, such as a name, phone number and country. Please do not enter any personal or sensitive information.

Other than circumstances such as unlawful activity or serious threats to health and safety, we do not share Personal Information with other organisations - unless you request that your query is forwarded to one of our partners to be followed up by them. In Queensland, GCI has a partnership with the Queensland Educational Leadership Institute (QELi) and, under that agreement, program participant enrolment data is shared between our organisations for administrative purposes only. You will never be subscribed to any mailing list without your express opt-in with either GCI or QELi. Subscription to either organisation's communication does not imply consent to be subscribed to the others'.

You may opt out of further contact from us at any time simply by unsubscribing to our emails or by ringing our office on 1800 120 959 to ask us to remove your details from our customer database.

How we deal with requests

You may request access to Personal Information about you that we hold and you may ask us to correct your Personal Information if you find that it is not accurate, up-to-date or complete.

You can contact us by email on info@growthcoaching.com.au, or send your request to the postal address below. We undertake to respond within 30 days.

How we protect your Personal Information

Growth Coaching International's database is hosted in Australia. Access to the database is restricted to key Growth Coaching International administration staff and key staff of the database provider. Access to your Personal Information is restricted to employees who need it to provide benefits or services to you. We

train our employees about the importance of confidentiality and maintaining the privacy and security of your information.

To help protect the privacy of data and personal information we collect and hold, we maintain physical, technical and administrative safeguards. We update and test our security technology on an ongoing basis.

Website analytics

To improve your experience on our site, we may use 'cookies'. Cookies are an industry standard and most major web sites use them. A cookie is a small text file that our site may place on your computer as a tool to remember your preferences. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website.

Our website may contain links to other websites. Please be aware that we are not responsible for the privacy practices of such other sites. When you go to other websites from here, we advise you to be aware and read their privacy policy.

Our website uses Google Analytics, a service which transmits website traffic data to Google servers in the United States. Google Analytics does not identify individual users or associate your IP address with any other data held by Google. We use reports provided by Google Analytics to help us understand website traffic and webpage usage.

Our *growthcoaching.com.au* site also uses interfaces with social media sites such as Facebook, LinkedIn, Twitter. If you choose to "like" or "share" information from this website through these services, you should review the privacy policy of that service. If you are a member of a social media site, the interfaces may allow the social media site to connect your visits to this site with other Personal Information

Our obligations

This online service is bound by the provisions of the [Privacy Act 1988 \(Cth\) - external site](#), including the [Australian Privacy Principles - external site](#).

Contact us

Contact us about your privacy concerns: info@growthcoaching.com.au

Alternatively, you can write to us at:

Business Manager
PO Box 291
Chatswood
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Australia