



Privacy Policy

Commitment to Privacy

Privacy is very important to Knowledge to Practice. We are required to comply with the Federal Privacy Act 1988 and the Australian Privacy Principles, and therefore our privacy policy applies to any personal information we collect, use, or disclose, including the personal information of our employees and contractors.

How and Why We Collect Personal Information

We collect personal information in order to provide various services to our clients. With consent, we may also use personal information for related purposes including providing clients with updates on our products and services. The types of personal information we collect may include but are not limited to:

- Name
- Contact details (e.g., email address, phone number)
- Payment information
- Details of services provided to clients
- Client feedback and preferences

How We Use and Disclose Personal Information

We do not use or disclose personal information for any purpose that is unrelated to the services we provide and that you would not reasonably expect (except with client consent). We have a duty to maintain the confidentiality of our clients' affairs, including personal information. Our duty of confidentiality to our clients applies, except where disclosure of personal information is consented to by the client or is compelled by law.

Client personal information may be disclosed to approved third parties who are also required to comply with the Australian Privacy Principles. These third parties may include:

- Service providers and contractors who assist us in operating our business and providing our services
- Regulatory bodies, government agencies, and law enforcement agencies as required by law
- Any other party with the client's consent or as otherwise permitted by law

Security of Your Personal Information

We endeavor to protect any personal information that we hold from misuse and/or loss, and to protect it from unauthorized access, modification, and/or disclosure. Our security measures include but are not limited to:

- Secure storage systems and encryption technologies
- Restricted access to personal information to authorized personnel only
- Regular training for our staff on privacy and data protection

Contact Us

If you want to gain access to your personal information, correct or update your personal details, register a complaint about a breach of your privacy, or you have any other query relating to our privacy policy, please contact us:

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