

Privacy Policy

The following is information about W Coaching Group's Privacy Policy and the way in which W Coaching Group has implemented the requirements of the Privacy Act 1988.

Protecting your personal information is important to us, and is required by law.

1. What personal information is collected and held?

Personal information held by W Coaching Group may include your name, company address, telephone/mobile numbers, e-mail address, occupation and other information.

2. We collect personal data in the following ways:

- Personal information is generally collected from you when you provide information by phone or email, or through an inquiry on our website
- From third party representatives, such as Human Resource and Line Managers from your organisation. When W Coaching Group collects this information from third party representatives, it is that third party's responsibility to notify you about the disclosure of your personal information to us
- From public sources.

3. We use your personal data in the following ways:

- Provision of requested services
- Administer and manage those services
- Respond to queries you may have
- Verify your identity
- Research and further development of our services
- Improvement of our current business systems.

4. We disclose your personal information:

In order to provide the services, we may disclose your information to organisations outside of W Coaching Group. This personal information is only disclosed to other organisations for the purpose of providing you a service. W Coaching Group takes reasonable steps to ensure these organisations are bound by and observe confidentiality and privacy information in relation to your personal data.



5. Update of personal information:

W Coaching Group takes reasonable steps to ensure your data is correct and up to date. We largely rely on you to keep us up to date with any changes to your personal data. If you believe the personal data, we hold is incorrect, please contact us by emailing admin@wcoaching.com.au and we will take steps to update the data.

As an individual you do have the right to access the data we hold. Requests for this will need to be in writing by emailing admin@wcoaching.com.au

6. Handling of Potential Data Breach:

Should any W Coaching Group staff or third-party contractor, representing W Coaching Group, become aware of a potential or actual breach of data or privacy, they are required to report the breach to the W Coaching Group office. The breach will be handled by the office.

If you believe your personal data has been breached please contact our office by email - admin@wcoaching.com.au

7. What information does W Coaching Group collect when you browse our website?

If you visit our website to read or download information, the only information recorded by us will be the date and time of your visit to the site, the pages viewed, the operating system in use, your geo-location and any information downloaded. We won't record information that allows us to identify you, unless you provide your personal information via a web form.

W Coaching Group uses 'session' cookies for analytical purposes. These cookies gather visitor behavioural information for analytical purposes. This information is not used to track a visitor, but is instead reported in aggregate to ensure the information delivered to a person via our website is relevant to the person accessing it.

8. How will W Coaching Group communicate changes to its Privacy Policy?

W Coaching Group may make changes to its privacy policy in reference to the collection and use of personal information from time to time. We will post any changes to our website – www.wcoaching.com.au

Any queries in regards W Coaching Group's Privacy Protection Policy can be answered by contacting our office on +61 2 8249 1818, Monday to Friday, 8.30 am to 5.00 pm.