



Privacy Policy

Everyday Market is committed to safeguarding your personal information. Everyday Market takes their obligations to protect personal information seriously under the Privacy Act 1988 (Cth) and the Australian Privacy Principles ("APPs") (together, "the Privacy Act").

Everyday Market collects, holds, uses and discloses personal information in order to manage and administer the courses and services we provide to our clients, whether they are individuals or businesses.

We will only collect/monitor personal information if that information is voluntarily provided by the individual or a third party. Everyday Market collects personal information:

- directly from the individual – in person, by phone, by mail, over the internet, by e-mail or fax, or by completion of a form (such as an enrolment form).
- from a third party, for example an authorised representative (e.g. agents or guardians), a referee or a government agency.

Unless given consent to do otherwise, Everyday Market will only collect and use personal information for the following purposes:

- Direct marketing

The information you provide in an application for a membership card will be treated as confidential and is available for your review.

Everyday Market may send you information about our promotions and products. You may request not to receive further information at any time.

We will not retain identifiable personal information longer than is reasonably necessary and permitted under Australian law. Some elements of personal information are also referred to as sensitive information, these include:

- racial or ethnic origin;
- political opinions;
- membership of a political association;
- religious beliefs or affiliations;
- philosophical beliefs;
- membership of a professional or trade association or union membership;
- sexual orientation or practices;
- criminal history;
- health information;
- genetic information;
- biometric information; or
- biometric templates.

We only collect this information when it is permissible under Australian law and we will only use this information for a legitimate purpose where this is reasonably necessary.

Requests for access will be dealt with in accordance with the Australian Privacy Principles. We endeavour to ensure that personal information is accurate, complete and up-to-date. Your personal information stored by Everyday Market can be reviewed or amended except where it is required for legal reasons.



Under no circumstances will Everyday Market receive payment for disclosing your personal information, and all clients and suppliers must maintain your privacy rights and APPs. We may disclose your personal information to third parties for the following purposes:

- To provide the service requested;
- To provide course progress and results information to specific persons as agreed Terms and Conditions;
- If permitted or required by law; or
- Otherwise with the consent of the individual.

Everyday Market will endeavour to take all reasonable steps to keep secure any personal information recorded. However security of communications over the Internet can not be guaranteed, and therefore absolute assurance that information will be secure at all times can not be given. Everyday Market will not be held responsible for events arising from unauthorised access to personal information.

Please note that tracking technologies such as cookies used on the Everyday Market website do not identify individuals. Digital information is stored on a password protected server and hardcopy information in locked areas.

Everyday Market provides links to web sites outside of the Everyday Market. These linked sites are not under the control of Everyday Market and Everyday Market is not responsible for the conduct of those companies.

We will take all reasonable and practicable steps to ensure that personal information is properly protected from misuse or loss, unauthorised access, modification or disclosure, but if you have any questions or complaints please contact the Manager on 0422 058 154