

Train IT Medical Website Privacy Policy

Who are we?

Train IT Medical Pty Ltd is a private training organisation owned and managed by Katrina Otto. Our business is providing education in and support for medical practice management and use of technology.

This Privacy Policy sets out how Train IT Medical protect your privacy. We are subject to the Privacy Act 1988 and other applicable State and Territory privacy law. There is more information about these laws on the Australian Information Commissioner's website: www.oaic.gov.au.

What personal information do we collect, store and use and how and why do we collect this?

Train IT Medical collects personal information from persons enquiring or applying for an online learning account or attending training events. Most of this information is collected directly from the person concerned, via our online forms. We also collect information about Train IT Medical account holders use of the online learning management system such as module completions or module views. This is collected and stored for the purpose of ongoing learning support.

Who do we share your information with?

Reporting may include name, practice name, role, course undertaken, completion. This may be provided to the sponsor of an event with explicit consent obtained.

This is the same information participants have historically provided at a Train IT Medical in-person event via a training evaluation form.

If you choose to use the Group/PHN Enrolment key you agree that Train IT Medical can share the above personal details with the Organisation or Primary Health Network providing the training courses.

How do we store and protect the information we hold about you?

We store your information at our premises, in electronic systems under our control and with contracted data storage providers. We take appropriate steps to protect the security of the information we hold about you, including protections against unauthorised access, virus or other electronic intrusions, fire, theft or loss. We require our contracted providers to do the same. Our staff are bound by strict requirements regarding the protection of the privacy of the information we collect and hold about you. We or our contracted data storage providers may use servers, systems and cloud computing providers outside of Australia. Our contracts with them require them to protect the privacy of your information when held on these

servers and/or using cloud computing. Our contractors are also required to comply with Australian Privacy laws.

For how long do you keep your personal information?

If you cease to be a Train IT Medical account holder then, we will delete your information from the database when you cancel your account.

Updating this policy

Train IT Medical may update this privacy policy by posting a new version on this website. You should check this page occasionally to ensure you are familiar with any changes.

Copyright

All materials stored on our website/LMS are subject to copyright and should not be shared without permission.

Direct marketing

We may occasionally send training product and service updates to Train IT Medical contacts, clients and potential clients whose contact details we hold and permission has been obtained. Individual recipients can opt-out of receiving that kind of contact at any time.

If you do not agree to this privacy policy please do not access or use our services.

Contact us

Please do not hesitate to contact us by emailing: enquiries@trainitmedical.com.au