

Bizmate values your privacy

Bizmate considers the guarding of your privacy as of the utmost importance. This **Bizmate Pty Limited Privacy Statement** states our commitment to maintaining your privacy.

Reasons for collecting information

Bizmate only collects such information as is necessary to conduct business with you. You will always know what information is being collected, and will have the option to choose how Bizmate utilises your information to communicate with you. We will only collect information by lawful and fair means and not in an intrusive way.

Bizmate will only use personal or business information you have supplied in order to:

- identify you as the product owner and to provide better customer service to you, your business partners and your employees
- perform authorised financial transactions with you and your associated service providers
- operate our business as it pertains to you;
- keep you informed about Bizmate products and services
- fulfil legal and regulatory obligations

Aggregated data that contains no information specific to a particular person or business may be shared with our business partners, for example, aggregated statistical trend in a particular industry sector.

How we use your information

Bizmate uses the information you supply in many ways necessary for us to do business together: course login, order fulfilment, provide transactional services and customer support.

Product promotion

Bizmate needs to be able to contact you about product upgrades and new product releases and to inform you of new services relevant to your business, including special offers (you may, however, notify us at any time that you do not want to receive any marketing communications from Bizmate)

Order fulfilment

When ordering products and services, you must provide contact information (such as name and delivery address) and financial information (such as credit-card number and expiration date if you are using this payment method). Bizmate uses this information to fulfil your order and bill you. If we have trouble processing an order, this contact information is also used to get in touch with you to resolve the problem.

Customer support

Bizmate would use the information to provide you the course login and support. We will also use this information to send /email you the certificates.

Correction of problems and Opt Out

If you have any questions or you believe that Bizmate has not adhered to this Privacy Statement, please contact us. We will then use all commercially reasonable efforts to promptly determine if there is a problem and take the necessary corrective action. If you wish not to receive any further communication from Bizmate then you could do either of the following:

1. Email to trainer@learnanywhere.com.au and request to opt out. This will be actioned forthwith
2. Ring us up at 03 9015 7724 and let us know that you do not wish to receive any further communication from us
3. Fill our contact form and let us know. Link for the contact form is http://www.learnanywhere.com.au/site/index.php?option=com_rsform&view=rsform&Itemid=6
4. In all cases we will remove your name and contact details from our database

Changes to this Privacy Statement

Any changes to this Privacy Statement that may be made from time to time will be available on the Bizmate website. You can also obtain a copy of the current Privacy Statement emailing us.