



Privacy Statement

July 2013

What is Talking About Pty Ltd

Talking About Pty Ltd incorporates entities that provide services such as coaching, consulting, leadership development, coach training and organisational culture and effectiveness programs.

Our Declaration

Thank you for trusting your business to Talking About Pty Ltd.

We respect your right to privacy and will protect your personal information.

As part of our dealings with you, it is necessary for us to collect and hold some personal information about you.

Through this statement, we declare our intent to act in accordance with the Privacy Amendment Act 2000. In support of that declaration, we have put in place processes and systems in place that comply with the National Privacy Principles (NPPs) that are the basis of the Act.

Our policy is summarised below.

Collection of Personal Information and Confidentiality

Personal information is only collected when it is necessary to provide a service to you.

This information may relate to you, your immediate company and other related entities.

Your personal information will be made available to staff who require the information in order to manage your business affairs and provide you with value added service. Your name, title, organisation, address and contact phone numbers are also made available to our Client Support team members.

Your personal information DOES NOT include any coaching notes or profiling results. Only your coach is privy to this information and WILL NOT disclose this information in any circumstances without your express and explicit permission to either your manager or organisation or our staff.

Access

You may access any personal information that we hold about you by contacting us and making a request to do so. In most circumstances we will provide you with that information providing you give us details of what you would like to know or see.

If your Details Change

As we use your personal information to provide services to you that you have requested, we request that you assist us in keeping your information up to date and advise us of any changes to your personal information as they occur.

Uses of Personal information

We use your information to:

- ✚ Manage our mutual business accounts;
- ✚ Provide you consulting advice or coaching; and
- ✚ Provide electronic and mailing service for our newsletters, seminars and conferences.

Contact

Please direct any inquiries to at:

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