

Collection Notice:

- Aspire Learning Resources
- Aspire Foundation

Aspire Learning Resources
Version 2
14 Dec 2020

Collection Notice

Aspire Learning Resources and Aspire Foundation

This Collection Notice sets out the matters described in Australian Privacy Principle (**APP**) 5.2 (as part of the *Privacy Act 1988 (Cth)*) as they relate to Aspire Training & Consulting Ltd ACN 054 306 428 trading as Aspire Learning Resources ABN 51 054 306 428 and Aspire Foundation (which, for the purpose of this Collection Notice includes any of its Related Bodies Corporate, as that term is defined in the *Corporations Act 2001 (Cth)* (**Aspire, we, us, our**), when we collect personal information about you.

By providing your personal information to us, you consent to the collection, use, storage and disclosure of that information as described in our Privacy Policy available at [www.aspirelr.com.au] (**Privacy Policy**) and this Collection Notice.

1 Purpose of Collection

We collect personal information primarily to:

- provide you with the goods, services and information that you request from us;
- provide you with information about Aspire's products and services;
- suggest Aspire products and services to you; and
- manage our relationship with you.

We will otherwise use your personal information for the purposes set out in our Privacy Policy.

If you do not provide the necessary personal information, we may not be able to provide you with the products, services or information you have requested from us.

2 Sharing of your personal information

We may disclose your personal information to:

- external providers of services that we may use to operate our business and manage our business systems (for example, this may include file storage service providers such as SharePoint, database and mail/email service providers such as MailChimp and Real Simple Solutions), marketing service providers; website supplier such as Wave Digital Pty Ltd and Amazon Web Services; couriers and/or freight service providers, printers, call centres, providers of payment processing and identity verification services and IT technicians who may need access when providing on-site support (although it is our practice for them to work under supervision));
- our professional advisors and agents; or
- our existing or potential agents, business partners or partners.

We are not likely to disclose information to overseas recipients unless it is with your consent, or the disclosure is required or authorised by law.

3 Privacy Policy

Our Privacy Policy contains information about how you may access the personal information that we hold about you, seek correction of such information if you believe it to be incorrect and how you may complain about a breach of the APPs and how we will deal with such a complaint.

4 Contact Us

Our contact details in respect of any issues in relation to privacy are:

Telephone (03) 9820 1300

Email marketing@aspirelr.com.au

Post Attn: Marketing Coordinator

Level 1/464 St Kilda Road

Melbourne VIC 3004