

Australian Institute of Soft Skills Training



AISS Training
Real Training for Real People

Privacy Policy

Introduction

Australian Institute of Soft Skills Training regards customer privacy as an important part of our relationship with our customers. The following privacy policy applies to all Australian Institute of Soft Skills Training users, and conforms to Internet privacy standards. If you have questions or concerns regarding this statement, you should first contact our Customer Care team info@aisstraining.com.au.

Collection of Information

In order to use the Australian Institute of Soft Skills Training website, we may require information from you in order to provide the best service possible.

All correspondence may also be collected and stored, particularly in regard to sales, support and accounts, including Email.

Any information collected by Australian Institute of Soft Skills Training is collected via correspondence from you or your company. This may be via the telephone, Email, mail, fax or directly through our website.

Use of Collection Information

Any details collected from Australian Institute of Soft Skills Training customers is required in order to provide you with our products and/or services, and a high level of customer service.

Correspondence is recorded in order to provide service references, and to assist in our staff development.

Storage of Collected Information

The security of your personal information is important to us. When you enter sensitive information (such as credit card numbers) on our website, we encrypt that information using secure socket layer technology (SSL). When Credit Card details are collected, we simply pass them on in order to be processed as required. We never permanently store complete Credit Card details.

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it.

If you have any questions about security on our Website, you can email us at

info@aisstraining.com.au

Access to Collected Information

If your personally identifiable information changes, or if you no longer desire our service, you may correct, update, delete or deactivate it by emailing us at info@aisstraining.com.au.

Orders

If you purchase a service from us, we may request certain personally identifiable information from you. You may be required to provide contact information (such as name, Email, and postal address) and financial information (such as credit card number, expiration date).

We use this information for billing purposes and to fill your orders. If we have trouble processing an order, we will use this information to contact you.

Communications

Australian Institute of Soft Skills Training uses personally identifiable information for essential communications, such as Emails, accounts information, and critical service details. We may also use this information for other purposes, including some promotional Emails. If at any time a customer wishes not to receive such correspondence, they can request to be removed from any mailing lists by emailing us at info@aisstraining.com.au.

You will be notified when your personal information is collected by any third party that is not our agent/service provider, so you can make an informed choice as to whether or not to share your information with that party.

Third Parties

Australian Institute of Soft Skills Training may at its discretion use other third parties to provide essential services on our site or for our business processes. We may share your details as necessary for the third party to provide that service.

These third parties are prohibited from using your personally identifiable information for any other purpose.

Australian Institute of Soft Skills Training does not share any information with third parties for any unknown or unrelated uses.

Legal

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Website.

Links

Links on the Australian Institute of Soft Skills Training site to external entities are not covered within this policy. The terms and conditions set out in this privacy statement only cover the domain name of www.aisstraining.com.au.

Changes to Privacy Policy

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by Email, or by means of a notice on our homepage.

Australian Institute of Soft Skills Training Security Policy

Australian Institute of Soft Skills Training uses the eWAY Payment Gateway for its online credit card transactions. eWAY processes online credit card transactions for thousands of Australian merchants, providing a safe and secure means of collecting payments via the Internet.

All online credit card transactions performed on this site using the eWAY gateway are secured payments.

For more information about eWAY and online credit card payments, please visit

<http://www.eWAY.com.au>

Australian Institute of Soft Skills Training uses PayPal as an alternate payment method for its online credit card transactions.

All payment information, including credit card data, are stored on PayPal's secure site and are not available to Australian Institute of Soft Skills Training. Your information collected for PayPal's secure online payment system is governed by the PayPal Privacy Policy.

For more information about PayPal and online credit card payments, please visit

<https://www.paypal.com/au/webapps/mpp/ua/privacy-full>

Delivery Policy

After ordering online, or over the phone, you will receive an email confirmation from eWAY and or PayPal, containing your order details (if you have provided your email address). We will normally confirm receipt of your order within a few minutes of ordering or within 2 working days.

If you wish to query a delivery please contact us at info@aisstraining.com.au.