

## **Privacy Policy**

Twyfords has established this Privacy Policy to explain how it protects and manages any confidential, personal or privileged information that it collects from you via this web site. Twyfords acknowledges and respects the privacy of individuals.

We advise that contact information that you provide is “personal information” as defined by the Privacy Act 1998. For our New Zealand clients we also comply with the conditions described in the Privacy Act 1993.

The information collected is for the purposes of processing your course registration or enquiry. The intended recipients of the information are Twyfords and service providers engaged by Twyfords

The provision of the information is voluntary, but if this information is not provided, Twyfords may be unable to process your registration or enquiry.

You have the right of access to, and alteration of, personal information concerning yourself in accordance with the Privacy Acts. The information is being collected by Twyfords and will be held by Twyfords.

## **Privacy Statement**

Twyfords supports and upholds the right of personal privacy, business and corporate security on the Internet. Twyfords does not sell or market names, databases, e-mail addresses, or any other form of privileged information about our clients, associates or newsletter subscribers.

## **Purposes for Collecting Personal Information**

Twyfords collects and uses personal information for the following purposes:

- To fulfil your requests for products, services or information
- To allow clients access to limited-entry areas of Twyfords' site (coming soon)
- To comply with any applicable law, regulation, legal process or government request for information
- To identify and resolve technical problems concerning Twyfords' site, products and services.

## **Privileged Information**

Information exchanged between Twyfords and its clients is considered by Twyfords to be private and confidential. This includes information exchanged prior to, during or after the signing of any contracts or service agreements.

## **Access to Information**

Twyfords and its service providers are the only entities with access to private information. Agents in this case may be parties acting on behalf of Twyfords for a specified and stated purpose such as marketing and delivering training.