

PRIVACY COLLECTION STATEMENT

About this statement

Providing Adventure Learning programs to schools and community groups is our core function at Explorus Adventure Learning, ABN: 17 569 060 844. In order to provide high standard Adventure Learning programs, where we assume a Duty of Care for both students and teachers in semi-remote environments, the collection of comprehensive medical details and emergency contact details, are required.

The privacy of all our clients and our staff is a priority for us. This statement outlines how Explorus Adventure Learning collects, uses, discloses and stores the personal information of our clients in accordance with the Privacy Act 1988. This notice is provided in accordance with the Australian Privacy Principle 5.

The Explorus Adventure Learning Privacy Policy can be viewed in full upon request to nicky@explorus.com.au

Collecting Information

“Personal information” is defined in the Privacy Act as being “information or an opinion (including or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion”. This includes the information we have collected from schools, other organisations, students and parents.

When we collect personal information we will ensure we do this in a fair manner. We will provide information on how to contact our organisation. We will only collect information deemed necessary for one or more of our functions or activities.

When we collect personal information from third parties (e.g., schools), we request that they ensure that the applicable individual is aware that their personal information is being collected by the third party for the purpose of being provided to Explorus Adventure Learning for our functions or activities.

We will advise individuals of the purposes for which their personal information is collected and of those third parties to whom this information may be disclosed (e.g., doctor, hospital, police).

Disclosing Information

Explorus Adventure Learning will only disclose personal information we have collected in accordance with the Privacy Act. Personal information may be disclosed for the primary purpose for which we have advised we are collecting it, and for related purposes that an individual would reasonably expect, where we have the consent for the individual to do so by law, or under circumstances permitted under the Privacy Act.

Unauthorised Disclosure or Access

We are committed to protecting the personal information we collect and will treat any unauthorised disclosure of or access to this information by our employees, contractors or agents as a serious breach of our Privacy Policy. Appropriate action (this may include disciplinary or legal action) will be taken in this circumstance.

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Security of Information

At Explorus Adventure Learning we aim to protect the personal information we collect. This information will be managed confidentially and securely, and destroyed appropriately when no longer legally required. We will monitor and implement appropriate advances in management processes to safeguard personal information.

Access and Correction of Personal Information

Individuals are able to access their personal information held by Explorus Adventure Learning and, where relevant, seek its correction. Requests for this are directed to nicky@explorus.com.au

Explorus Adventure Learning reserves the right to deny access to information but only in accordance with the exemptions contained in the Privacy Act.

We will take reasonable steps to ensure that your personal information is as up-to-date and accurate as possible prior to you program with us. If there have been any changes to these details,, please contact us immediately and we will correct you information. Contact details are listed below.

Data Quality

We will take all reasonable steps to ensure that the data we collect, use or disclose is up-to-date, and has been obtained either directly from individuals or other reputable sources (e.g., the school).

Privacy Inquiries

For access to your personal details held by Explorus Adventure Learning or any concern regarding our Privacy Collection Statement or Privacy Policy, please contact:

Nicky Hanson – Director

Explorus Adventure Learning

9310 Caves Road, Karridale WA 6288

Phone: (08) 9758 5500

Email: nicky@explorus.com.au