

Disclaimer, Copyright & Privacy Statements

Disclaimer

Strategic Endeavour Partners (SEP) has used reasonable endeavours to ensure that material contained on this web page (and all its web-site) was correct at the time the page was created and last modified.

However:

- SEP gives no warranty and accepts no responsibility for the accuracy or the completeness of the material
- no reliance should be made by any user on the material, but instead the user should check for confirmation with the originating or authorising coach, consultant or other body
- SEP reserves the right at any time to make changes as it deems appropriate

Copyright

Strategic Endeavour Partners, 2011

This web-site and its contents are subject to copyright under the laws of Australia and, through international treaties, other countries. The copyright in materials on this site and in this web-site as a whole is owned by Strategic Endeavour Partners. The copyright in some materials incorporated within this web site is owned by third parties.

You may view this web site and its contents using your web browser and save an electronic copy, or print out a copy, of parts of this web-site solely for your own information, research or study, but only if you

- a) do not modify the copy from how it appears in Strategic Endeavour Partner's web-site, and
- b) include the copyright notice "Strategic Endeavour Partner 2011" on the copy.

You must not otherwise exercise the copyright in the whole or any part of this web-site for any other purpose except as expressly permitted by statute or with Strategic Endeavour Partner's prior consent.

Privacy

Strategic Endeavour Partners (SEP) respects the privacy of all individuals, and is bound by ten National Privacy Principles.

SEP collects, receives, maintains and handles information of a personal nature concerning its clients, general staff, associates, and its trust members, and in accordance with the requirements of the ten National Privacy Principles in the Commonwealth Privacy Amendment (Private Sector) Act 2000.

SEP's obligations to protect the privacy of personal information

These ten principles govern our personal information handling processes and procedures, covering collection, consent arrangements, confidentiality, storage and security, access and alteration, use and disclosure of personal and sensitive information. A summary of our obligations in relation to the personal information which we hold in our collections therefore includes the following:

- we only collect personal information that is necessary for our functions or business activities
- we collect personal information lawfully and fairly

- we collect personal information directly from an individual if it is reasonable and practicable to do so.

At the time we collect personal information or as soon as practicable afterwards, we take reasonable steps to make an individual aware of:

- the purposes for which the information is collected
- that s/he can gain access to the information
- the fact that we do not disclose the information to anyone outside SEP

We take reasonable steps to ensure the individual is made aware of the factors noted above even if we have collected their personal information from someone else.

We only use personal information for the primary purpose of collection, or for specific secondary reasons directly related to the primary reason for collection and within the individual's reasonable expectations, or when we have consent. We do not disclose either by discussion or record any of our collections of personal information to any other organisation.

We take reasonable steps to ensure the personal information we collect, use or disclose is accurate, complete and up-to-date.

We take reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.

We take reasonable steps to destroy or permanently de-identify personal information if we no longer need it for any purpose for which we may use or disclose the information.

We are open about our privacy policies and practices. We therefore have this document that is readily available to anyone who asks for it and which you are currently reading, which sets out our main policies on the way we manage personal information.

If an individual asks, we take reasonable steps to let them know, generally, what sort of personal information we hold, what purposes we hold it for and how we collect, use and disclose that information.

If an individual asks, we give access to the personal information we hold about them unless particular circumstances apply that limit the extent to which we can give access.

We only adopt, use or disclose a Commonwealth Government identifier if particular circumstances apply that allow us to do so.

With some exceptions, we only transfer personal information overseas if the country has privacy laws similar to the National Privacy Principles.

Purposes for which SEP collects personal information

SEP's primary purpose for collecting personal information is to administer and facilitate the process of executive coaching or corporate advisory services.

The only organisations that may use this information are Strategic Endeavour Partners and the data service providers we engage from time to time. You may choose not to provide certain details, as is your right, but as a result we may not be able to process your enquiry, or complete the process for which we were collecting the information.

What information SEP collects and how

SEP typically collects all personal information directly from the individuals with whom it interacts, via hard copy documents such as client engagement forms, and various electronic forms.

The kind of personal information collected could include one or more of the following: name, postal address, email address, telephone number, date-of-birth, credit card number for payment of services, vocational and employment details and history, and academic or educational history. Additionally, it could include sensitive information such as membership of professional bodies, academic results, remuneration, personal references, extracurricular activities, nationality, country of birth, country of permanent residence/citizenship, and languages spoken; or, feedback specific sensitive and non sensitive personal information from or about human subjects, obtained via interviews, surveys, observations of behaviour, questionnaires, audio/video taping, administering tests or by using archival data in which individuals are identifiable.

Personal information is stored securely

Within SEP, the greatest quantity of personal information is typically held in electronic data bases or hard copy document form, but information may also sometimes be contained in other record formats such as photographs or videotapes.

As a general rule, we treat personal information as confidential and sensitive personal information as highly confidential. The security measures which SEP has in place to protect the personal information it holds from misuse and loss, or unauthorised access, modification and disclosure, and its procedures for the disposal and retention of personal information are in accordance with this security classification system.

Only authorised users can access SEP's personal information collections and access is only for approved purposes. SEP also utilises physical security measures for hard copy paper and electronic holdings of information, and maintains computer and network security devices and systems.

Access to personal information

SEP provides the individual with access to the personal information it holds about that individual, upon request. Requests for access to personal information should be directed to: Managing Director, Strategic Endeavour Partners on + 61 7 5665 9191 or email contact@strategicendeavour.com.

SEP will respond to a request for access as soon as practicable, and, in any case, all requests will be dealt with within a maximum of 14 days, provided that granting access is straightforward. If granting access is complicated, the time taken to respond to a request may take up to 30 days.

SEP can be contacted in the following ways:

Strategic Endeavour Partners Pty Ltd
Phone: +61 7 5665 9191
Fax: +61 7 5665 9191
Email: contact@strategicendeavour.com
Website: www.strategicendeavour.com