

## Privacy Policy Statement

Your privacy is important to us. This privacy statement provides information about the personal information that SMIT collects, and the ways in which SMIT uses that personal information.

### Personal information collection

SMIT may collect and use your personal information in connection with our role as a Registered Training Organisation providing professional industries trainings. We may disclose your personal information to:

- event participants and service providers that conduct trainings on our behalf
- send you information of the training programs you enrol
- send you certificates and/or statement of attainments
- collect payments from you
- share with corporate partners, joint venture partner or other third parties
- send you marketing communications
- publish information about you on the website

Where SMIT discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purpose identified elsewhere above, SMIT may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

### Securing your data

SMIT will take reasonable organisational precautions to prevent the loss, misuse or alteration of your personal information.

In most cases, you are able to gain access to your personal information which we hold on request. Authorisation to access your personal information on behalf of you must be in writing, and photo identification of the authorised person will be requested to present.

### Updating this statement

SMIT may update this privacy policy by posting a new version on its website. You should check this page occasionally to ensure you are familiar with any change.

### Other websites

SMIT website contains links to other websites. SMIT is not responsible for the privacy policies or practices of any third party.

### Contact SMIT

If you have any questions about this privacy policy or SMIT's treatment of your personal information, please write to:

- by email to [admin@smitech.com](mailto:admin@smitech.com), or
- by post to PO Box 36948 Winnellie 0821 NT