



PRIVACY POLICY

OUR COMMITMENT TO PRIVACY

Thank you for visiting Preventing Literacy Difficulties Education Consultancy and Speech, Language and Literacy Clinic ("PLDEC"). The purpose of this policy is to explain our online information practices and the choices you can make about the way your information is collected and used. By visiting the PLDEC website (www.pldec.com.au), you are accepting the practices described in this privacy policy. This policy is available to download from our homepage.

THE INFORMATION WE COLLECT:

This policy applies to all information collected or submitted on the PLDEC website. The types of personal information we collect are:

- Name
- Organisation
- Address
- Email address
- Phone number
- Facsimile number

THE WAY WE USE INFORMATION:

We collect information in order to:

- Process appointments for assessments or programs administered by Speech Pathologists and Occupational Therapists;
- Process registrations for educational consultancy services; and
- Process accounts and provide receipts.

The information you provide to PLDEC is collected and used only:

1. For the primary purpose for which it was provided to us; or
2. For secondary purposes as can be reasonably expected for the type of information; or
3. As otherwise required by law.

We do not share this information with outside parties except to the extent necessary to achieve the purpose for which it was provided. We use return email addresses to answer any emails we receive. Such addresses are not used for any other purpose and are not shared with outside parties. PLDEC will not use information provided to us for purposes unrelated to the ones described without providing you with an opportunity to opt-out or otherwise prohibit any unrelated uses of your information.

Where PLDEC may collect sensitive information, it is strictly by consent and its only use is directly related to the primary purpose for which it was obtained.

OUR COMMITMENT TO DATA SECURITY

PLDEC takes all reasonable steps to ensure that information we collect, use or disclose is accurate, complete, up-to-date and stored in a secure environment. We cannot however, guarantee the security of any data you transmit to us over the internet. These activities are conducted at your own risk. Because of this risk we provide a range of options for information collection and contacting us – for example email, physical mailing address and a telephone/fax. PLDEC operates a current internet security system.

OUR COMMITMENT TO CHILDREN'S PRIVACY:

Protecting the privacy of the very young is especially important. PLDEC will make every reasonable effort to ensure that children's privacy and other rights are respected and not compromised.

HOW YOU CAN ACCESS OR CORRECT YOUR INFORMATION:

All people or organisations for whom we have details recorded have the right to request a copy of these details at any time. People also have the right to update and/or alter their details at any time. Personal information collected will not be disclosed, nor details altered, until your identity has been confirmed.

To obtain a copy of your records we hold or update your details, please contact our Clinic Manager on the details provided below.

REVISIONS:

If you choose to visit the PLDEC website, your visit and any dispute over privacy is subject to this Policy and application of the law of the state of Western Australia, Australia. If you have any concern about privacy at PLDEC, please contact us with a thorough description, and we will try to resolve it.

PLDEC reserves the right to amend or modify this Policy from time to time.

If you have any questions or indeed comments about our Privacy Policy or for some reason believe we have not adhered to our statement, please contact our Clinic Manager on the details provided below.

HOW TO CONTACT US:

Should you have other questions or concerns about this privacy policy, please contact us:

Preventing Literacy Difficulties

Postal Address	Shop 8, 35 Mends Street South Perth, Western Australia, 6151
Telephone	+61 (08) 9367 7105
Facsimile	+61 (08) 9367 7106
Email	privacy@pldec.com.au