

Privacy Policy



1. Purpose

Mindshift 4 Life is committed to protecting the privacy of all individuals who engage with our services. This policy outlines how we collect, use, disclose, and store personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

2. Scope

This policy applies to all personal information collected by Mindshift 4 Life through training sessions, workshops, online platforms, communications, and administrative processes.

3. What We Collect

We may collect:

- Name, contact details, and demographic information
- Health and support needs relevant to service delivery
- Feedback, evaluations, and course participation data
- Any other information provided voluntarily

4. How We Use Information

We use personal information to:

- Deliver and improve our services
- Communicate with participants
- Meet legal and compliance obligations
- Evaluate and report on training outcomes

5. Disclosure

We do not share personal information unless:

- Required by law
- Consent is provided
- It is necessary for service delivery (e.g., venue access, emergency response)

6. Storage & Security

We store information securely using password-protected systems and encrypted platforms. Paper records are kept in locked storage. We take reasonable steps to prevent misuse, loss, or unauthorised access.

Mindshift 4 Life

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<https://www.mindshift4life.com.au/>

ABN: 57 487 527 752

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7. Access & Correction

Individuals may request access to their personal information or ask for corrections. Requests will be responded to within a reasonable timeframe.

8. Online Platforms

Our online platforms may collect usage data (e.g., IP address, browser type). This helps us improve accessibility and user experience. We do not use cookies for tracking or advertising.

9. Complaints

If you have concerns about privacy, please reach out via phone or email. We will respond promptly and respectfully.

10. Review

This policy is reviewed regularly and updated as needed to reflect changes in legislation or practice.

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