

Privacy Statement

Your Personal Information

At Link Coaching, we respects your privacy. Any personal information provided to us will be kept secure and confidential.

If you have any requests or questions regarding our privacy statement, then please send them to us in writing by emailing us at info@linkcoaching.com.au

We will make every effort to ensure only authorised Link Coaching staff have access to your personal information.

When you make a booking or contact us, we will use the personal information provided for that purpose.

If you request for any personal information we have relating to you, we will provide this to you after we have taken reasonable steps to verify your identify. Your request must be in writing.

By make a booking or contacting us, you agree to provide your personal information to us. You may update your personal information at any time by sending us your request in writing.

We know that your privacy is important to you, so it's important to us as well.

We will only ask for personal information that we require to provide our services to you.

Access to Your Personal Information

We may use your personal information internally within Link Coaching or may share it with other authorised people or organisations who need to know it as part of working with us in our normal business activities (for example, sub-contractors).

When we share this information with others, we require them to sign an agreement to keep your personal information confidential. We may also disclose your personal information to third parties if required by law, the business is sold or merged with another entity. We do not disclose or sell your personal information to third parties for use in mailing lists.

Correcting or Updating Your Personal Information

Upon written request, we'll advise you what personal information we have recorded about you. If any of the information is incorrect and needs to be corrected or updated, then you will need to let us know in writing.

Our Website

The www.linkcoaching.com.au website is operated by Link Coaching. Our contact details are at the bottom part of the website pages.

When you visit our website, certain general information about your visit are recorded, but does not recognise or record any individual information about you. We don't record any personal information that can identify you (for example, your name, Email address or phone number) unless you've provided these personal information voluntarily.

The information we record and use are for statistical purposes or improving the website, are (but not limited to):

- Your computer server address;
- The date, time and duration of your visit to the website;
- The pages accessed and documents downloaded;
- The type of internet browser used;

Your Email address

We only collect your Email address if you make a booking or contact us. If you've provided us with your Email address, but do not want to receive Emails from us in the future, please send your request to us in writing.

Changes to Our Privacy Statement

If our privacy statement changes in the future, we will make every reasonable effort to post the changes to our website.

Last updated on 05/08/2016.