



Privacy Policy
KIK Innovation Ltd T/A KIK Academy

Effective Date: 1 August 2024

1. Introduction

KIK Academy (referred to as "we," "us," or "our") is committed to protecting the privacy of personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This Privacy Policy outlines how we collect, use, disclose, store, and manage personal information.

2. What Personal Information We Collect

We may collect the following types of personal information:

- Contact details: Name, address, email, and phone number.
- Demographic information: Date of birth, gender, and nationality.
- Education and training details: Qualifications, training records, and assessment results.
- Employment details: Employer name, position, and work experience.
- Financial information: Payment details, bank account information, and tax file number.
- Health information: Details regarding any disabilities or medical conditions that may affect your training or assessment.
- Other relevant information: Any other information you provide to us in relation to your training or assessment.

3. How We Collect Personal Information

We collect personal information directly from you in various ways, including:

- Through application forms, enrolment forms, or other documents you submit to us.
- Via our website, social media platforms, or other digital channels.
- During face-to-face meetings, phone calls, or electronic communications.
- From third parties, such as employers or government agencies, with your consent.

4. Purpose of Collecting Personal Information

We collect, hold, use, and disclose your personal information for purposes including, but not limited to:

- Enrolment: Processing your application for enrolment in our courses and programs.
- Training delivery: Providing you with training, assessment, and related support services.
- Compliance: Meeting our legal and regulatory obligations, including reporting to government agencies.



- Communication: Contacting you about your training, assessments, or any other relevant information.
- Marketing: Informing you about new courses, programs, or events (with your consent).

5. Disclosure of Personal Information

We may disclose your personal information to:

- Government agencies: Such as the Australian Skills Quality Authority (ASQA), the National Centre for Vocational Education Research (NCVER), or other relevant bodies.
- Employers: For the purposes of reporting your progress or outcomes in work-based training.
- Third-party service providers: Who assist us in delivering our services (e.g., IT support, marketing services), subject to confidentiality agreements.
- Other entities: As required by law or with your consent.

6. Storage and Security of Personal Information

We take reasonable steps to protect the personal information we hold from misuse, interference, loss, unauthorized access, modification, or disclosure. Personal information may be stored in hard copy or electronically, and we use secure servers and encryption technologies where applicable.

7. Access to and Correction of Personal Information

You have the right to access your personal information held by us and to request corrections if you believe it is inaccurate, incomplete, or outdated. To request access or correction, please contact us using the details provided below.

8. How to Make a Complaint

If you believe we have breached the Privacy Act or the APPs, you may make a complaint by contacting us using the details provided below. We will investigate your complaint and respond to you within a reasonable time.

9. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. Any changes will be posted on our website, and the updated policy will take effect from the date of posting.

10. Contact Us

If you have any questions or concerns about this Privacy Policy or how we handle your personal information, please contact us at:

KIK Innovation Ltd T/A KIK Academy
Address: 24 Pitt Street, Adelaide, SA 5000
Email: academy@kik.org.au
Website: www.kik.org.au