

## PRIVACY POLICY

1. [www.paragontraining.com.au](http://www.paragontraining.com.au) (**'the Website'**) is owned and operated by Craig Mackellar trading as Paragon Corporate Training WA BN 0155887X of 4 Knutsford Street, North Perth, Western Australia 6006, Australia (**'Paragon'**).
1. Paragon, respects the privacy of all Website users and is committed to protecting it.
2. Information collected by Paragon will continue to be subject to this Paragon Privacy Policy.
3. Paragon may collect personal information, including email addresses, when you register to use the Website or communicate with Paragon via email.
4. Paragon may also, at times, collect information regarding your use of the Website and survey information.
7. The information collected is used for the following purposes:
  - (a) for internal review and then discarded;
  - (b) to improve the content of the Website;
  - (c) to customise the content and layout of the Website for an individual user; and
  - (d) to contact users for marketing purposes.
8. In order to offer and provide optimum and personalised services, Paragon use cookies to store and sometimes track information about you
9. A cookie is a small amount of data that is sent to your browser from a web server and is eventually stored on your computer hard drive.
10. When you register to use the Website you will automatically receive communications from Paragon.
11. If you do not want to receive communications from Paragon, you must email Paragon at [paragon1@inet.net.au](mailto:paragon1@inet.net.au), call Paragon on (08) 9242 1239 or write to Paragon at 4 Knutsford Street, North Perth, Western Australia 6006, Australia and inform us that you do not wish to receive communications from Paragon.
16. Paragon reserves the right to modify all or some of this Privacy Policy at any time without notice.
17. If Paragon changes its Privacy Policy, it will post a notice on the Website so its users are aware of what information Paragon collects, how Paragon uses it, and under what circumstances, if any, Paragon discloses it.
18. Paragon will use information only in accordance with the Privacy Policy under which the information was collected unless it has received explicit authorization from the appropriate user(s) to do otherwise.
19. If you have any questions about this Privacy Policy, the practices of this Website or the your dealings with Paragon or would like further details about your records, the you can send an e-mail to [paragon1@inet.net.au](mailto:paragon1@inet.net.au)