

# CourseGenius: Privacy Policy

## Privacy Policy

This website is owned and operated by Professional Development Online Pty Ltd t/a CourseGenius ACN 152 097 213 (**CourseGenius, we, us**). We provide an online learning management system made available via our website [www.coursegenius.com](http://www.coursegenius.com) and subdomains of coursegenius.com (**website**) which enables you to create, sell, deliver and manage online courses (**services**).

We respect the privacy of all website users and are committed to protecting your privacy.

## Collection of Information

When you register with CourseGenius we ask for information such as your name, email and address. We may also, at times, collect information regarding your use of the website and survey information. Information collected by CourseGenius will continue to be subject to this privacy policy.

## Use of Information

CourseGenius uses collected information for the following general purposes: products and service provision; billing; administration; identification and authentication; services improvement; updates and changes to products and services; contact for marketing purposes; marketing and promotional materials; and research.

The information we collect is used to improve the content of our website and the quality of our service and is not shared with or sold to other organisations for commercial purposes, except to provide products or services you have expressly requested or when we have your permission. However, we may use information such as your name and logo in marketing materials (press releases, advertising, etc) so long as you are a customer of ours.

We may also share your information in the following circumstances:

(a) It is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of the terms, or as otherwise required by law.

(b) We transfer information about you if CourseGenius is acquired or merged with another company. In this event, CourseGenius will notify you before information about you is transferred and becomes subject to a different privacy policy.

## Data Storage

CourseGenius uses third party vendors and hosting partners to provide the necessary hardware, software, networking, storage and related technology required to provide the website and related services.

Although CourseGenius owns the code, database and all rights to the website and application, you retain all rights to your data, subject to the **terms**.

## Access to Information

You can request access to the information CourseGenius has collected from you if you have any concerns about the accuracy or extent of that information.

## Correcting Information

If your personal information is out of date or incorrect you can inform us in writing (including via email to [support@coursegenius.com](mailto:support@coursegenius.com)) and we will correct this for you.

## **Cookies**

A cookie is a small amount of data stored on the web browser on your computer. The use of cookies is an industry standard and you will find cookies at most major websites.

CourseGenius uses cookies to provide optimum and personalised services, and to store and track information about you. Cookies are required to use CourseGenius' services. We do not store personal information about you in cookies.

If you disable the use of cookies on your web browser or reject or remove specific cookies from the CourseGenius website then your experience of the website may be diminished and some features may not work as they were intended. You also may not be able to gain access to all of the products, services or other content available on the website.

## **Changes to Policy**

CourseGenius may periodically change or update this policy. We will notify you about significant changes in this policy by sending a notice to the email address specified in your account or by placing a notice on the website. Please refer to this page regularly to review any amendments.

## **Complaints**

If you are not satisfied with how CourseGenius handles your personal information you can lodge a complaint in writing with CourseGenius. An authorised CourseGenius staff member will contact you to discuss your concerns and outline options regarding how they may be resolved.

If you are not happy with how CourseGenius resolves your complaint, you are entitled to lodge a complaint with the Federal Privacy Commissioner who will further investigate the complaint.

## **Further Information**

If you have any questions about this privacy policy please contact us as [support@coursegenius.com](mailto:support@coursegenius.com). Further information on the Privacy Act can be obtained from the Office of the Federal Privacy Commissioner at [www.privacy.gov.au](http://www.privacy.gov.au).

## **Acceptance**

Your use of this website indicates your acceptance of this privacy policy and its terms of use.