



# EVOLUTION AUSTRALIA MOBILE APP PRIVACY POLICY

## Scope

This policy is to:

- set out a transparent policy concerning privacy and collection of personal information within Evolution Australia Mobile APP.

This policy applies to:

- all users of the Evolution Australia Mobile APP.

## Definitions

TERM	DEFINITION
EHI	Refers to Evolution Systems for Training and Development Pty Ltd (ABN: 73 114 531 636) trading as Evolution Hospitality Institute (RTO 91256) (CRICOS: 02869G)

## Policy

### Description and Disclaimers

**About Evolution Systems for Training and Development Pty Ltd (ABN: 73 114 531 636); Trading as Evolution Hospitality Institute (RTO 91256) (CRICOS: 02869G)**

The Evolution Australia APP is designed for use of staff and students: current, future and alumni at EHI for the purpose as an instrument of recording attendance, communication-related to college life, job opportunities, professional development, and Industry networking. Additionally limited usage functions for industry partners/employer to place job advertisements and job seekers to search for active job roles advertised on the Evolution Australia APP.

Evolution Australia APP is committed to maintaining the privacy and confidentiality of its user's personal information and records. EHI complies with the *Privacy Act 1988*, and any amendments that relate to the act.

At EHI, we care deeply about your privacy. The Evolution Australia Mobile APP privacy policy is designed to communicate in a language you'll understand and keep your data safe and secure.


**Disclaimer:** The Evolution Australia APP is not affiliated with the Commonwealth of Australia or any Australian Government Body or Subsidiary. Evolution Hospitality Institute (EHI) (RTO 91256) is a registered training organisation and a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS 02869G) education provider.

The information contained on the Evolution Australia APP is for general information purposes only. EHI does not guarantee and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency, or completeness of any material contained on the Evolution Australia mobile app or any linked site.

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In no event shall EHI be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence or other torts, arising out of or in connection with the use of the Evolution Australia Mobile APP or the contents of the Evolution Australia Mobile APP. EHI reserves the right to make additions, deletions, or modifications to the contents of the Service at any time without prior notice.

**Third-Party Disclaimer:** Please note that the Evolution Australia mobile application is linked to other websites that may have different terms of use and privacy policies.

Please refer to those websites and mobile applications for the appropriate information. Please understand that EHI has no control over the content of these third-party sites. In addition, any hyperlinks to a third party do not mean that EHI endorses or accepts any responsibility for the content, or the use, of the linked websites or mobile applications. If you decide to access any of the third-party websites or mobile applications linked to the EHI website or Evolution Australia mobile application, you do so entirely at your own risk.

### **What Personal Information do we collect and what information is disclosure**

The personal information collected and held by EHI is held in an internal database and will not be shared with third parties unless legally required to do so under applicable Australian Government law.

The Information we collect includes:

- First and Last name
- Email
- Phone number
- Residential address
- Photo - Image

### **Cookies and analytics**

Evolution Australia APP uses session-based cookies and can track user login details and analytics of site usage, whilst the user is signed into the APP on their device.

Evolution does not share any cookies or analytics with third parties, this insight is used solely for the improvement of the APP services.

External links within Evolution Australia APP, users are required to review privacy policies from third party sites to understand how cookies, related technologies and information are used.

### **Access and corrections**

A list of personal information on the Evolution Australia APP can be edited and updated by the user.

Users can't change the following information without required support from the IT department:

- First and Last name
- Primary email address

## Privacy Complaints Procedure

If an individual feels that EHI has breached its obligations in the handling, use or disclosure of their personal information, they may raise a complaint. We encourage individuals to discuss the situation with their EHI representative in the first instance, before making a complaint.

The complaints handling process is as follows:

1. The individual should make the complaint including as much detail about the issue as possible, in writing to EHI:

Evolution Hospitality Institute - Compliance Officer  
(02) 8275 5300  
[compliance@evolution.edu.au](mailto:compliance@evolution.edu.au)

2. EHI will investigate the circumstances included in the complaint and respond to the individual as soon as possible (and within 30 calendar days) regarding its findings and actions following this investigation.
3. Should after considering this response, if the individual is still not satisfied, they make escalate their complaint directly to the Information Commissioner for investigation:

Office of the Australian Information Commissioner  
[www.oaic.gov.au](http://www.oaic.gov.au)  
Phone: 1300 363 992

When investigating a complaint, the OAIC will initially attempt to conciliate the complaint, before considering the exercise of other complaint resolution powers.