

Privacy Policy

Collection of Information

When you look at this web site, our Internet Service Provider makes a record of your visit and logs the following information for statistical purposes:

- your server address
- your top level domain name
- the date and time of your visit to the site
- the pages you accessed and documents downloaded
- the previous site you have visited
- the type of browser you are using.

Access to information collected

ImproveIT Training Pty Ltd will not make an attempt to identify users or their browsing activities. However, in the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect our Internet Service Provider's logs.

The Use of Information Collected

We will only record your e-mail address if you fill in an on-line form. We will never share, sell or rent individual personal information with anyone without your advance permission. Information submitted to us is only available to employees managing this information, you may be added to a mailing list and we may, from time to time, communicate to you special offers or pertinent news. You will always be given the option to unsubscribe from future emails.

This site does not provide facilities for the secure transmission of information across the Internet. Users should be aware that there are inherent risks transmitting information across the Internet.

Terms of Business

1. Payment

Upon receipt of the Client's signed acceptance form, ImproveIT Training will confirm a booking for the training programme/s set out therein and will invoice the Client after the completion of the training for the total price thereof. The invoice must be paid within 14 days of completion of such training programme.

2. Late Payment

In the event of late payment, ImproveIT Training reserves the right to charge interest on all outstanding amounts at the rate of 1% per calendar month or part thereof from the last date that payment was due to the date that payment is made in full.

3. Prices

The prices quoted are valid from the date set out on the covering letter and for 60 days thereafter. ImproveIT Training reserves the right to adjust these prices at any time outside this period.

4. Postponement and Cancellation of training programmes

If the Client wishes to postpone or reschedule a training programme after the date thereof has been confirmed in accordance with clause 1 above, the Client may do so without penalty by notifying ImproveIT Training at least 14 days prior to the confirmed date of the training programme whereupon the parties will reschedule the programme to a mutually convenient date. All cancellations to bookings must be made in writing by the Client at least 14 days prior to the start of a programme whereupon ImproveIT Training will be entitled to retain the Deposit. If a booking is cancelled or postponed by the Client within 14 days of the scheduled training programme, the Client is required to pay the full programme fee. ImproveIT Training reserves the right to postpone a programme due to unforeseen circumstances in which case, the Client will be offered alternative dates and the programme will be rescheduled to a mutually convenient date.

5. Changing delegate details

There will be no charge if the Client wishes to replace an original delegate with a substitute person. Please inform ImproveIT Training of any such change to the original booking.

6. Programme content

ImproveIT Training's programmes are constantly updated and improved. ImproveIT Training reserves the right to alter any of the programmes' content without prior notice. Except in the case of the Client engaging ImproveIT Training to present the Client's own training programmes or to design and develop material for the exclusive use of the Client and unless otherwise agreed between the parties in writing, ImproveIT Training shall own all intellectual property rights in the programme content and the Client shall not be permitted to produce or allow any video recording of the programme or photocopy, reproduce or use the programme materials without the prior written consent of ImproveIT Training.

7. Travel and Accommodation Expenses

In the event that ImproveIT Training is engaged to present a programme for the Client outside of the Sydney Metropolitan area, the parties shall agree upon the travel and accommodation expenses which the Client will be liable to pay or reimburse to ImproveIT Training. Any such travel and accommodation expenses to be reimbursed to ImproveIT Training will be payable by the Client within 14 days of the date of ImproveIT Training's invoice in respect thereof.

8. Governing Law

These terms of business are governed by the laws of the state of New South Wales, Australia.