



ABN 79 008 555 388

ACCESS AND EQUITY POLICY

In the provision of training services at Maxwells Services we will:

Endeavour to provide our applicants, students and clients with the opportunities and resources needed to assist them to experience a rewarding course experience where their access and equality rights have been fostered, protected and provided.

PRIVACY & CONFIDENTIALITY POLICY

Maxwells Services staff will ensure that each client's privacy is respected in line with the Privacy Provisions of the Privacy Act. Where it is necessary to disclose client's private details permission will be sought prior to disclosure.

Each Maxwells Services representative will ensure that they will not use or disclose any private or personal information with any third party other than with written permission from the owner of the information.