

Suitably Qualified Persons Training (SQPT) - AI Tool Privacy Policy

Effective Date: 16 October 2025

1. Introduction

Suitably Qualified Persons Training ("SQPT", "we", "us", "our") is committed to protecting the privacy and confidentiality of the information provided by our users. This Privacy Policy outlines how we collect, use, and safeguard the information you submit to our internal AI question and answer tool (the "AI Tool").

This policy applies to all employees and authorised personnel who use the AI Tool. By using the AI Tool, you agree to the collection and use of information in accordance with this policy.

2. Information We Collect

When you interact with our AI Tool, we collect the questions, prompts, and any information you provide directly within your query ("User Input").

We strongly advise you **not** to include any personal, confidential, or sensitive information in your User Input. This includes, but is not limited to, names, addresses, phone numbers, client data, or any other personally identifiable information (PII). The tool is designed for general queries and training-related questions.

3. How We Use Your Information

The information you provide is used strictly for limited, internal purposes. These purposes are:

- **Training and Service Improvement:** We use your User Input to train, refine, and improve the performance, accuracy, and safety of our AI models. This helps us ensure the tool remains a relevant and effective resource for our team.
- **Compliance and Auditing:** We may review User Input to ensure compliance with our internal policies, professional standards, and any relevant regulatory requirements. This helps us maintain a secure and professional operational environment.

4. Data Sharing and Disclosure

SQPT is committed to maintaining the confidentiality of your User Input.

- **No Sale of Information:** We will **never** sell the User Input or any data derived from it to any third party.
- **No Third-Party Sharing:** We will not share, transfer, or disclose your User Input to any external third parties for marketing, research, or any other purpose, except in the limited circumstance where we are required to do so by law, court order, or a legitimate government request.

5. Data Security

We have implemented reasonable and appropriate administrative, technical, and physical security measures to protect the information you provide from loss, misuse, unauthorised access, disclosure, alteration, and destruction. Access to this information is restricted to authorised personnel who require it for the purposes outlined in this policy.

6. Data Retention

We retain User Input for as long as is necessary to fulfill the purposes of training and compliance as described in this policy, or as required by our internal data retention schedules and applicable laws.

7. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. We will notify you of any significant changes by posting the new policy on this page or through other internal communication channels.

8. Contact Us

If you have any questions or concerns about this Privacy Policy or our data-handling practices, please contact:

The SQPT team and IT administrator at admin@sqpt.com.au