

Privacy Policy

Last updated: 8 July 2026

This Privacy Policy explains how INBIOT PTY LTD ABN 79 696 528 506 (“INBIOT”, “we”, “us” or “our”) collects, uses, stores, discloses and protects personal information in connection with our website, enquiries, training programmes, managed lab services, self-paced learning programmes, institutional cohorts, certification readiness services and related services.

By using our website, submitting an enquiry, enrolling in a programme, accessing our learning platforms, joining a session, using our lab or sandbox environments, or otherwise interacting with us, you agree to the handling of your personal information as described in this Privacy Policy.

1. Scope of this Privacy Policy

This Privacy Policy applies to personal information we collect from:

- website visitors;
- prospective learners;
- enrolled learners;
- university, institutional and corporate contacts;
- trainers, facilitators and contractors;
- payment contacts;
- programme coordinators;
- support users;
- people who communicate with us by email, phone, form, meeting, chat or other channels.

This Privacy Policy does not apply to third-party websites, platforms or services that may be linked from our website or used as part of programme delivery. Those third parties may have their own privacy policies and terms.

2. Types of personal information we may collect

Depending on how you interact with us, we may collect:

- name;
- email address;
- phone number;
- organisation or institution name;
- job title, role or department;

- student or learner status;
- country, city or general location;
- billing and payment information;
- course or programme enrolment details;
- attendance records;
- learning-progress information;
- lab and sandbox activity information;
- support-ticket information;
- certificate and completion status;
- practice-test or readiness status where applicable;
- voucher coordination details where applicable;
- communication history;
- feedback, survey responses or testimonials;
- technical information such as IP address, browser type, device information, cookies and website analytics data.

For institutional or sponsored cohorts, we may receive learner information directly from a university, institution, employer, sponsor or programme coordinator.

3. Sensitive information

We do not generally seek to collect sensitive information.

You should not provide sensitive information to us unless it is necessary for a specific service and we have requested or agreed to receive it.

Learners must not upload confidential, sensitive, medical, legal, financial, client, employer, government, regulated or production data into any learning lab, sandbox, AI agent, chatbot, form, file upload or prototype unless INBIOT has expressly approved this in writing under an appropriate data-handling arrangement.

4. How we collect personal information

We may collect personal information when you:

- visit our website;
- submit a contact or enquiry form;
- request a proposal;
- register for a programme;
- make a payment;
- join a training session;
- access an LMS, lab, sandbox or learning platform;
- request support;

- communicate with us by email, phone, meeting, chat or other channels;
- complete a survey or feedback form;
- request a certificate, voucher or learner record;
- interact with our marketing or social media content.

We may also collect information from third parties where reasonably necessary, such as universities, institutions, employers, payment processors, learning platforms, exam providers, Microsoft-related platforms, lab providers, analytics providers or referral partners.

5. Why we collect, use and disclose personal information

We collect, use and disclose personal information for purposes including:

- responding to enquiries;
- preparing proposals and quotations;
- processing enrolments and bookings;
- providing course, LMS, lab and sandbox access;
- delivering training and support;
- managing learner attendance and completion;
- issuing certificates or completion records;
- coordinating exam vouchers where applicable;
- providing institutional or cohort reporting;
- processing payments and invoices;
- managing support requests;
- improving our programmes, website and services;
- communicating programme updates and operational notices;
- sending relevant marketing communications where permitted;
- complying with legal, tax, accounting, audit, contractual and regulatory obligations;
- preventing misuse, fraud, security incidents or unauthorised access;
- resolving disputes or complaints.

6. Institutional and cohort reporting

Where a university, institution, employer or sponsor coordinates or pays for a cohort, we may provide agreed operational reports to nominated coordinators.

These reports may include:

- learner onboarding status;
- attendance;
- lab or sandbox activity;

- module or programme completion;
- support status;
- assessment or practice activity where applicable;
- certificate status;
- voucher status where applicable;
- learner-progress information reasonably required for the programme.

Institutional clients are responsible for ensuring they have appropriate authority and consent to provide learner information to INBIOT and to receive agreed reporting.

7. Third-party platforms and service providers

We may use third-party platforms and service providers to deliver our services.

These may include:

- Microsoft services;
- Microsoft Learn;
- Microsoft certification or exam-related services;
- LMS platforms;
- lab and sandbox platforms;
- cloud providers;
- payment processors;
- email and communication tools;
- meeting and webinar platforms;
- analytics tools;
- customer support tools;
- trainers, contractors and professional advisers.

Where required for delivery, your personal information may be shared with these third parties. Their own terms and privacy policies may also apply.

8. Microsoft-related services

Some INBIOT programmes may involve Microsoft Learn, Microsoft certification exams, Microsoft Applied Skills, Microsoft Azure, Microsoft 365, GitHub, Microsoft Copilot or other Microsoft services.

Where you use Microsoft services, you may need to use your own Microsoft account or create a Microsoft profile. INBIOT does not control Microsoft account access, Microsoft profile settings, Microsoft exam systems, Microsoft certification outcomes, Microsoft badge issuance or Microsoft privacy practices.

You should review Microsoft's applicable terms and privacy policies before using Microsoft services.

9. Cookies and website analytics

Our website may use cookies, analytics tools and similar technologies to understand website usage, improve website performance, measure marketing effectiveness and support website security.

You may be able to disable cookies through your browser settings. Some website features may not work properly if cookies are disabled.

10. Marketing communications

We may send you information about INBIOT programmes, services, events, offers or updates where permitted by law.

You may unsubscribe from marketing communications using the unsubscribe link where provided or by contacting us.

Operational emails relating to your enquiry, enrolment, payment, access, support, certificate, voucher or programme participation may still be sent even if you unsubscribe from marketing emails.

11. Storage and security

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

Security measures may include access controls, password protection, secure platforms, limited access rights, administrative controls and reasonable vendor selection.

No online system, cloud platform, email system, payment system or communication channel can be guaranteed to be completely secure. You are responsible for keeping your own login credentials secure and for notifying us promptly if you suspect unauthorised access.

12. Overseas disclosure

Some service providers, platforms or systems we use may store or process information outside Australia.

By using our services, you acknowledge that your information may be processed in countries where our service providers, cloud platforms, payment processors, LMS providers, Microsoft-related platforms or support systems operate. These countries may include the United States and other countries in which our cloud, platform, Microsoft-related and support providers are located.

Where practical, we take reasonable steps to work with reputable providers and to manage information in accordance with applicable privacy obligations.

13. Retention of personal information

We retain personal information for as long as reasonably required for the purpose for which it was collected, including programme delivery, support, reporting, certificate records, financial records, legal compliance, dispute resolution and business administration.

When information is no longer required, we will take reasonable steps to destroy, delete or de-identify it, unless we are required or permitted to retain it.

14. Access and correction

You may request access to personal information we hold about you or ask us to correct information that is inaccurate, incomplete or outdated.

We may need to verify your identity before responding.

In some circumstances, we may refuse access or correction where permitted by law, such as where the request is unreasonable, affects another person's privacy, relates to legal proceedings, or cannot be verified.

15. Complaints

If you have a privacy concern or complaint, please contact us first so we can review and respond.

Please include:

- your name;
- contact details;
- programme or service involved, if applicable;
- a clear description of the issue;
- the outcome you are seeking.

We will aim to acknowledge privacy complaints within 2 business days and respond within a reasonable period.

If you are not satisfied with our response, you may refer your complaint to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or by telephone on 1300 363 992.

16. Changes to this Privacy Policy

We may update this Privacy Policy from time to time by publishing an updated version on our website.

The updated version will apply from the date it is published, unless stated otherwise.

17. Contact

For privacy questions, access requests, correction requests or complaints, contact:

INBIOT PTY LTD

Email: kevin@inbiot.com.au

Website: <https://inbiot.com.au>