

DATA HANDLING & SECURITY STATEMENT

Effective date: April 2026

Approved by: Directors, Antinous Group Pty Ltd

Next review: April 2027

1. Purpose & scope

Antinous Group Pty Ltd (“Antinous Group”) manages client and learner data responsibly and proportionately, consistent with the nature of our services as a digital learning and design studio.

Depending on the engagement, we may handle:

- Client-supplied content and documentation
- Business process or policy information
- Limited learner data for testing, review, or analytics purposes

We do not host Learning Management Systems (LMS) or act as a system of record for learner completion data unless explicitly agreed.

2. Data ownership

- All client data and content remains the property of the client.
- Antinous Group does not claim ownership over client intellectual property or learner data.
- We retain only what is required to deliver the agreed services.

3. Data storage and access

- Data is stored in secure, reputable cloud platforms.
- Access is restricted to authorised personnel only.
- Contractors are engaged under confidentiality and IP obligations.

4. Data transmission

- Files are shared via secure methods agreed with the client.
- LMS-ready outputs (e.g. SCORM/xAPI) are delivered to client systems or secure locations nominated by the client.

5. Data retention and deletion

- Data is retained only for the duration required to complete the engagement and any agreed support period.
- Upon request, client data can be securely deleted or returned.

6. Security controls

Controls include:

- Role-based access
- Secure authentication
- Device and account management
- Separation of client environments

7. Sub-processors

Where third-party tools are used (e.g. design, collaboration, voiceover tools), they are selected based on security, reliability, and industry standards.

Contact

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