

Email Disclaimer - Complete Hospitality Training

Canonical: <https://cht.edu.au/email-disclaimer/>

Details:

This page carries the confidentiality notice attached to email sent from Complete Hospitality Training. It exists so that the notice appended to CHT's outgoing email has a stable address to point to, rather than repeating the full text in every message footer.

The notice

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and permanently delete the material from your computer system.

Whilst CHT has taken all reasonable steps to ensure its email is virus free, it accepts no responsibility and makes no warranty. Attachments should be scanned with a current virus scanner before opening; CHT will not be liable for any loss, cost or damage of any kind caused by the receipt or use of its email and attachments.

No liability is accepted for any unauthorised use of the information contained in a transmission.

What this notice does and does not do

A notice of this kind is a standard commercial practice rather than a source of legal obligation in itself. It is worth being clear about the distinction, because email disclaimers are widely misunderstood.

What it does. It puts a recipient on notice that material may be confidential or privileged, and it records the sender's intention that the material not be circulated. Where a claim of confidence or legal professional privilege is later contested, a contemporaneous notice can be relevant evidence of intent.

What it does not do. It does not by itself create a contract with a recipient who never agreed to it, and it does not retrospectively bind someone who receives an email sent to them in error. Nor does it displace obligations that apply regardless — privacy law being the clearest example.

Where the binding obligations actually sit

For anyone dealing with CHT, the enforceable commitments are elsewhere:

Concern	Where to look
How CHT collects, uses, stores and discloses your personal information	Privacy
Complaints, appeals, refunds, access and equity, and student conduct	Policies

Your Unique Student Identifier and the statutory limits on its use	USI
Contacting CHT through a channel other than email	Contact

The USI page is worth singling out. A USI is not ordinary contact data: the Student Identifiers Act 2014 places specific statutory limits on collecting, using and disclosing it, with civil penalties attached. Sending one by email to an unverified recipient is a genuinely bad idea, disclaimer or no disclaimer.

Common questions

I received a CHT email that was not meant for me. What should I do?

Contact the sender to let them know, then delete it. That is what the notice asks for, and it is also the sensible course.

Does this disclaimer bind me?

Not as a contract you never entered into. It puts you on notice of a confidentiality claim, which is a different thing.

Can I send my USI to CHT by email?

Ask CHT for their preferred channel first. The Student Identifiers Act 2014 restricts what may be done with a USI, and CHT should be able to tell you the route it wants used.

Where is CHT's privacy policy?

At /privacy , which covers collection, use, disclosure, storage, access and correction.

About the provider

Complete Hospitality Training , RTO 3722, CRICOS 04242E. Level 3, 28 Elizabeth Street, Melbourne VIC 3000, and 410 Elizabeth Street, Surry Hills NSW 2010. Contact melbourne@cht.edu.au or +61 3 9654 1554 .

The notice reproduced above is CHT's own text. The commentary on its effect is general information, not legal advice.