

PRIVACY POLICY

We recognise the importance of protecting the privacy of personal information that we collect in the course of our business. This privacy policy governs the manner in which your personal information will be dealt with.

PERSONAL INFORMATION

Personal information refers to information or an opinion about an identified individual or individual who is reasonably identifiable.

Personal information held by us is collected only when knowingly and voluntarily submitted by you. When you register your interest or otherwise in the course of us providing our services to you, we may need to collect personal information which may include your name, address, telephone/mobile phone number, and e-mail address.

Generally, we will tell you why we are collecting information when we collect it and how we plan to use it or these things will be obvious when we collect the information. For example, we may need to collect information to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

If you choose not to provide personal information to us, we may not be able to provide you with access to the parts of this Site or to certain content, products and services available on or from this Site.

USE OF INFORMATION

Personal information is used only for the purpose for which it is submitted (primary purpose) unless we disclose other uses in the course of our business or at the time of collection. Copies of correspondence, that may contain personal information, are stored as archives for record-keeping and back-up purposes only. You should be aware that we, and those authorised, may use your email address (or other means) to contact you in the future. We will not sell or pass on your details to third parties.

We may sometimes use the personal information we collect for a secondary purpose, that is for use in a way that is different from the original reason for collection. We will only do this in the following circumstances:

- where you have consented;
- where the secondary purpose is directly related to the primary purpose and you would reasonably expect us to use or disclose the information in such a way;
- where we are permitted or required by law; or
- when it is in the interests of public safety to do so.

We usually collect personal information such as your name, address, telephone number and e-mail address. When you are on our website, we may collect information regarding the pages within our network which you visited, what you clicked on and your IP address.

Generally, your personally information will only be accessed by our staff when and where it is appropriate or necessary. It may also be accessed, from time to time, by our partners and consultants. In these instances, parties that have access to the personal information will be required to comply with the *Privacy Act (1988) Cth* and, where appropriate, to enter into privacy agreements with us.

CORRECTING INFORMATION

You can access the information we hold about you and you can also request that information about you be corrected or deleted. This is part of our commitment to take all reasonable steps to ensure that the information we hold about you is accurate, complete and up-to-date.

DISCLOSURE

You should be aware that we may use your email address (or other means) to contact you in the future. We will not sell or pass on your details to third parties.

COOKIES

A cookie is a small text file stored on your computer's browser. Many cookies from websites will be visible from your browser. You will usually find information on cookies and how to manage them under "options" or "settings" in your browser. You can choose to see cookies before deleting them and to keep cookies from some sites. Generally, we use cookies to

learn about the way you interact with our website content and to help us improve your experience when visiting our website.

We may record your visit through the use of cookies and may log information for statistical purchasers such as your server address, your domain name, the date and time of your visit, the pages accessed, the documents downloaded, previous sites visited and the type of browser you use.

We also make use of third party cookies to enable remarketing and reporting for impression assisted visits, website conversions, user demographics and user interests. For example, Google Analytics Advertising Features and Facebook tracking/web pixel.

If you do not want your information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature. You should note that cookies may be necessary to provide you with features and/or functions on this website and on other websites.

SECURITY

We strive to ensure the security, integrity and privacy of personal information submitted by you. We use a variety of electronic security measures to keep personal information secure from misuse, loss or unauthorised use or disclosure, however, unfortunately no data transmission over the internet can be guaranteed to be totally secure.

We will endeavour to take all reasonable steps to protect the personal information that you transmit to us. Once we receive your transmission, we will also use best efforts to ensure its security on our systems.

In addition, our employees and contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us, however, we will not be responsible for events arising from unauthorised access to your personal information.

LINKS TO OTHER SITES

We provide links to websites external to this site, as well as to third party websites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our site. Before disclosing your personal information on any other websites, we advise you to examine the terms of conditions of using that website and its privacy statements.

NOTIFICATION OF CHANGES

If we decide to change this privacy policy, we will post these changes to our website and other places we deem appropriate so our users are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

FURTHER INFORMATION

For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's website.

If you have any queries relating to this privacy policy, please contact our office on (08) 9383 0700