

EXAMPLE PRIVACY POLICY

Your Company is committed to protecting and respecting your privacy. This Privacy Statement sets out our privacy policy and explains what we do with the personal information that we collect from our customers and prospective customers. Please read the following to understand our views and practices regarding personal information, and how they pertain to you as you use our various products and services. This statement discloses our current privacy practices, if we make any changes to this policy, we will announce it via an e-mail and on our web site. If you have any questions or concerns regarding this statement, please e-mail info@YourCompany.com.au.

QUESTIONS ANSWERED IN THIS DOCUMENT.

- What information does Your Company gather about its customers?
- How does Your Company use your personal information?
- Will Your Company disclose any of your personal information?
- Will Your Company use your information for direct mailings?
- How can you deactivate your account, or correct or revise information Your Company has about you or your business?
- How does Your Company use Cookies on its website?

What information does Your Company gather about its customers?

The bulk of the information Your Company has about its customers is the information we get through the "Registration Form" you complete when you first become a customer of Your Company. We may also gather information from your web site, from the Australian Securities Commission and by querying a "Whois" tool on the Internet.

Sometimes we conduct surveys, and although these can be anonymous, we prefer to get your contact details so that we can follow-up on any issues that need clarification.

How does Your Company use your personal information?

Your Company uses the information it has about its customers to:

- Fulfil requests for products and services as requested by the customer.
- Develop internal marketing programs and initiatives.

Will YourCompany disclose any of your personal information?

YourCompany will not disclose any information about its clients or prospective clients to any third party without consent.

Will YourCompany use your information for direct mailings?

YourCompany will, from to time to time, e-mail its customers with information that we believe is important for the smooth operation of the service, or is information which will improve the performance or value of the customer's web site.

How can you deactivate your account, or correct or revise information YourCompany has about you or your business?

To change your account details simply email account@yourcompany.com.au with your new details. To cancel your account with YourCompany you must make your request in writing or facsimile on company letterhead.

**How does Your Company use Cookies on its website?
Your Company uses Cookies to:**

- **ensure that only registered users gain access to the member area of the website**
- **track, log and collate the use of the website so that we can improve the user experience.**

If you have any further questions regarding your privacy and the privacy policy of Your Company please email privacy@yourcompany.com.au