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## Privacy Policy

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## 1. WARM WELCOME FROM XYZ

Welcome to XYZ and thank you for visiting us! We provide xyz services.

We wrote this Privacy Policy to give you a better understanding of how we collect, use, disclose and store your personal information. Please read it carefully as it gives you an understanding of our privacy practices.

**By accessing or using Test, you agree to be bound by our Terms and Conditions and this Privacy Policy.**

## 2. INTRODUCTION

In this Privacy Policy, “our” “we” or “us” means XYZ (ACN/ABN) - the owner and operator of Test, and its related bodies corporate.

We are committed to protecting your privacy through compliance with the Privacy Act 1988 (Cth) (“Privacy Act”), the Australian Privacy Principles (“APP”) and any other privacy laws applicable to our platform.

Where our platform contains links to third-party websites, these sites are not governed by this Policy. We are not responsible for their operation and their privacy practices so please check those.

## 3. TYPES OF DATA AND INFORMATION WE COLLECT

### 3.1 Personal information

We collect personal information from our visitors and members to provide you with a personalised, insightful and rewarding experience.

‘Personal information’ when used in this Privacy Policy has the meaning given to it in the Privacy Act but it generally means any information that can be used to personally identify you. When you sign up for or use Test, the type of personal information we collect includes name and address.

‘Sensitive information’ is a subset of personal information and generally includes an individual’s racial, religious or ethnic origin, health information or political/ philosophical affiliations or beliefs. We may be required from time to time to collect sensitive information from you, but will not do so without your express consent.

Your personal information will only be used and stored for the primary purpose for which it was collected and not for any other purpose, unless you would reasonably expect us to use or disclose the information for a secondary purpose or your consent has been obtained to use the information for additional purposes under clause 4 of this Policy.

### 3.2 Log data

When you use our platform, our servers record information including information that your browser automatically sends whenever you visit a website, or that your mobile app automatically sends when you’re using it (“log data”). This log data includes device identifiers, device type, geo-location information, connection information, statistics on page views, traffic to and from our platform, mobile network information, time, date, referring URL, the type of operating system and browser, ad data, IP address, server address, date and time of your visit to Test, information of documents you download, pages visited, search terms, cookie information, and standard web log data.

The log data may be processed for the purposes of operating our platform, providing our services, ensuring our security, maintaining back-ups of our databases and communicating with you.

### 3.3 Cookies and other similar technologies

To capture log data, we may use cookies and similar technologies like pixels, web beacons and local storage to collect and store personal and non-personal information about how you use xyz.

Cookies are files that store information on the device on which you are using or accessing our platform. Cookies also retain your details and preferences, so you can easily continue your browsing session upon return to our platform. If you do not want to activate cookies, you can opt-out of receiving them by amending the settings of your internet browser, although you may find that some parts of our platform will consequently have limited functionality and personalisation if you do so!

We try our best to handle any information collected by cookies in the same way that we handle other personal information described in this Policy.

## 4. LEGAL BASIS OF OUR DATA PROCESSING (IN OTHER WORDS, WHY WE COLLECT YOUR DATA)

We reserve our rights to modify, add or remove any third-party analytics tools. By using xyz you consent to the processing of any non-personal data these tools will collect in the way and for the purposes described above.

We collect, store, use and disclose your personal information through lawful and fair means, so we can perform our business activities. The legal basis for our processing of your personal information and other data is based on:

- your consent through your voluntary submission of the information and agreeing to these terms or ticking “I agree” button on our platform;
- the information being necessary for the performance of a contract to which you are a party (primary purpose);
- for carrying out pre-contractual measures; and/or
- any other legitimate interests as detailed in this Privacy Policy.

By using xyz you provide your consent to us processing your personal information for secondary purposes including (without limitation):

- for internal operations such as record keeping, database management, data analytics or training
- sending you marketing and promotional messages and other information that may be of interest to you
- verifying your identity, investigating any complaints related to you, or if we have reason to suspect that you are in breach of any of our Terms And Conditions
- managing, researching and developing our products and services.

We may also use personal information to meet our internal and external audit requirements, information security purposes, and as we otherwise believe to be necessary or appropriate:

- under applicable law, which may include laws outside your country of residence
- to respond to requests from courts, law enforcement agencies, regulatory agencies, and other public and government authorities, which may include such authorities outside your country of residence
- to protect our rights, privacy, safety, property, or those of other persons.

## 5. IF YOU CHOOSE NOT TO PROVIDE YOUR INFORMATION TO US

We respect your privacy and personal choice when it comes to your data. You can choose not to provide us with your personal information. However, this may mean that:

- we will not be able to provide you with our services, or be limited in how we can do so
- we will not be able to interact with you
- we may be unable to process and open an account for you
- we will not be able to properly investigate or resolve any complaint you submit.

## 6. OTHER WAYS WE COLLECT, USE AND DISCLOSE YOUR INFORMATION

Use and disclosure of your information will only be made in accordance with APP 6.

### 6.1 Collection from third parties

To use your information in accordance with this Policy, we may also collect your personal information from third parties including:

- service providers
- credit reporting bodies
- marketing companies
- referrals who may have referred you to us
- organisations with whom we have an agreement to share information for marketing purposes.

### 6.2 Disclosure of personal information

**Note to client:** *If you collaborate and share personal information with other entities while working on projects, you may continue to 'hold' personal information that is being used by the other collaborator. In these circumstances, privacy laws require that you must take proper steps to protect the information from unauthorised access while in their physical possession, including having effective controls in place to ensure that it is only accessed by authorised persons.*

*Have you included terms in the contract to deal with specific obligations about the handling of personal information and mechanisms to ensure the obligations are being fulfilled, such as regular reporting requirements?*

We take reasonable steps to ensure that personal information is only accessible by people who have a genuine "need to know" as well as "right to know".

If we disclose your personal information it will only be for the primary purpose for which it was collected or for a related secondary purpose where you would reasonably expect us disclose the information. We may disclose personal information, and you consent to us disclosing your personal information, to the following parties: