

PRIVACY POLICY

ADMINIFY PTY LTD (ABN 52 530 507 139) values the privacy of your personal information. This Privacy Policy sets out our commitment to protecting the privacy of your personal information that we collect, hold and use through the website www.adminify.com.au (**Site**) or directly from you. We adhere to the Australian Privacy Principles established in the Privacy Act 1988 (Cth).

Please read this Privacy Policy carefully and contact us if you have any questions.

By providing us with your personal information, you indicate and agree that you have had sufficient opportunity to access this Privacy Policy and that you have read, understood and accepted it. You are under no obligation to provide your personal information to Adminify, its staff or related third parties. However, failing to provide your personal information may impact the use of this site and/or the services Adminify can offer to you and your business.

1. Type of personal information collected

The types of personal information we collect may include (but is not limited to):

- Name, date of birth, gender
- Contact details such as address, phone, fax, email, skype, social media accounts
- Details of your assets, finances, income, tax file numbers, employment
- Details of your business activities
- Other sensitive personal information used in conjunction with fulfilling our business functions, tasks and/or duties on your behalf
- Your IP address

If we receive your personal information from third parties, we will protect it as set out in this Privacy Policy.

2. Collection and use of personal information

We collect and use the personal information for the following purposes:

- To contact, communicate and develop a business relationship with you
- To fulfil tasks and duties on your behalf including (but not limited to) where we are required to interact with third parties
- Internal record keeping and administrative purposes
- Market research and surveys to obtain feedback and improve our service
- For our website, its customisation and ongoing improvement
- To invite you to events, functions or training
- To provide you with business updates, newsletters or publications
- To run competitions and promotions
- Accounts and billing
- Marketing

3. Disclosure of personal information

If we are required to provide personal information to a third party in order to fulfil our business functions and services on your behalf, we will request that the third party follow this Privacy Policy.

By providing us with your personal information you expressly consent to Adminify disclosing, distributing, sharing, passing on, renting, licencing or selling personal information to third parties (including subcontractors) for the following purposes:

- As required by law or regulation
- To allow us to fulfil our business functions, duties and services as requested by you
- For marketing, promotions or market research
- If our business is sold, transferred or has a change of control.
- If we enter into a commercial agreement for the provision of personal information we hold.

You may opt out of allowing us to:

- Rent, licence or sell your personal information as part of any commercial agreement that we may enter into with a third party (except where related to a sale, transfer or change of control of our business); or
- Use your personal information for marketing, promotions or market research.

To opt out please contact us on the email address below.

4. Access to and correction of personal information

You may request details of personal information that we hold about you, in certain circumstances set out in the Privacy Act 1988 (Cth). An administrative fee may be payable for the provision of information. We may refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act.

If you believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us by email. We rely in part upon customers advising us when their personal information changes. We will respond to any request within a reasonable time. We will endeavour to promptly correct any information found to be inaccurate, incomplete or out of date.

5. Complaints about breach

If you believe that we have breached the Australian Privacy Principles and wish to make a complaint about that breach, please contact us on the email address below outlining your contact details and specifics of the alleged breach. We will endeavour to investigate your complaint within 30 days of receipt, after which we will contact you on the details provided to resolve the issue, and if necessary make the required disclosure to the Office of the Australian Information Commissioner.

6. Amendments to this policy

We retain the right to amend or to make changes and deletions to this Privacy Policy at any time and at our sole discretion. Your ongoing use of our website and/or our service following any amendment indicates that you accept the amendment. We recommend that you check our Privacy Policy regularly prior to providing personal information to ensure that you are aware of any changes.

7. Unsubscribe

To unsubscribe from our e-mail database, or opt out of communications, please contact on the email address below.

8. Storage and Security

Adminify takes reasonable steps to ensure that personal information collected is stored in a secure environment and accessed only by our authorised personnel and/or third parties to prevent unauthorised use. However, Adminify has no control of information transmitted over the internet, and does not guarantee the security of any information you transmit to us or receive from us. The transmission and exchange of information is carried out at your own risk.

9. Contact

For any questions or notice, please contact us at:

ADMINIFY PTY LTD (ABN 52 530 507 139)

Email: irinadavidson@adminify.com.au

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