

## **Privacy Policy for Website**

### **Directorylistings.com.au Pty Ltd ACN 166 358 443**

#### **Our Policy**

Welcome to the website for Directorylistings.com.au Pty Ltd (**we, us** and/or **our**). This site has been created for the use of the visitors or users of the website (**you, your**).

It is important for us to ensure that you are confident that any personal information you provide to us is treated in the appropriate manner and with the appropriate degree of privacy.

This Privacy Policy sets forth our policy with respect to information including personal information and other information which is collected from visitors to our website.

#### **What does “personal information” mean?**

Personal information is any information about you that identifies you or by which your identity may be reasonably determined. By collecting this information we are able to provide our services to you.

#### **How we collect your personal information**

We may collect personal information from you when you register on our site or fill out an inquiry.

Personal information is collected when you voluntarily provide it or utilize services provided by us.

We may also collect certain non-identifiable information which is collected passively using various technologies and cannot be used to specifically identify you. This information may be included in databases owned and maintained by us, our agents or service providers. We may use this information to track, for example, the total number of visitors to our website, and the domain names of our visitors’ internet service providers. Additionally, in operating this website we may use technology called “cookies”. A cookie is a piece of information that the computer which hosts our website gives to your browser when you access our website. Our cookies provide additional functionality to the website and help us analyze its usage more accurately.

#### **Our use of your personal information and other information**

We use the personal information which you provide in a manner which is consistent with this policy. Any of the information which we collect will be provided by you voluntarily and may be used in the following manners:-

- To provide our services to you;
- To personalize your experience (as the information provided by you helps us respond to your individual needs);

- To improve our website;
- To improve customer service (as your information helps us more effectively respond to your and other customer's requests and support needs);
- To process transactions.

If you provide personal information in order to access our services, we will use your personal information to provide you with access to such services and to monitor your use of such services.

We may also collect your personal information and other non-identifiable information through this website to help us improve the content and functionality of this website and also to better understand our users and improve our services.

### **Direct Marketing**

We may from time to time use your personal information such as your address or contact details to contact you in the future to tell you about services we believe will be of interest to you.

If we do, each communication we send you will contain instructions permitting you to "opt-out" of receiving future communications. If at any time you wish not to receive any future communications or you wish to have your name deleted from our mailing lists, please contact us as indicated below.

### **How do we protect your information?**

We have implemented a variety of high-end security measures to maintain the safety of your personal information when you access our website.

### **Our disclosure of your personal information**

We do not sell, trade or otherwise transfer your personal information to outside parties.

However, we may provide your personal information to trusted third parties who assist us in operating our website, conducting our business or providing our services to you, so long as those parties agree to keep this information confidential.

We may also be required to release your personal information when we believe that release is appropriate to comply with the law.

### **Accessing your personal information**

At any time you may give notice to us that you wish to access your personal information.

In order that this information is made available to you, some notice is required so that we may have the documentation ready for your inspection.

We will endeavor to handle all requests for access to personal information as quickly as possible and provide that information to you within 7 days of receipt of that request.

You may only access your own personal information. Any personal information held by us in respect of any other person will not be disclosed to you.

### **Sensitive information under the new privacy policy rules**

Certain information which may be collected by us could be regarded as sensitive information.

The disclosure of sensitive information can only be made by us with your direct consent, where it is required for us to provide our services to you or required by law to be disclosed. Some examples of sensitive information include:

1. Sexual preference or practices;
2. Criminal record;
3. Health;
4. Membership of trade union;
5. Membership of professional trade association;
6. Religious beliefs or affiliations;
7. Philosophical beliefs;
8. Membership of political association;
9. Political opinions;
10. Racial or ethnic origin;
11. Financial Circumstances.

We do not generally collect sensitive information from our customers however if we do so, we will deal with that information in accordance with this privacy policy.

### **Links to other websites**

This Privacy Policy applies only to this website. This site may contain links to other websites which are not operated or controlled by us. The policies and procedures we describe here do not apply to these third party sites, and the links from these sites do not imply that we endorse or have reviewed the third party site. We suggest contacting those sites directly for information on their Privacy Policy.

### **Illegal Activity**

If we have reason to believe that any illegal activity is being conducted through this website or that any use of this website by you is in any way connected with any illegal activity, we reserve our rights to report such activity to the police and provide the police with any personal or other information that we have collected through this website.

### **Changes to our Privacy Policy**

We are constantly monitoring regulations, policies and procedures to ensure that we are up to date with changes in the law and market practices. As a result, we may change this

privacy policy from time to time. Any changes to our privacy policy will be posted to this page.

### **Wishing to access your Personal Information**

Should you wish to access your personal information as held by us, all you need to do is contact [Directorylistings.com.au](http://Directorylistings.com.au) Pty Ltd on 1800 007 748.

When you access your personal information, we will require you to sign a document stating that you have accessed your information.

### **Complaints about breaches of privacy**

If at any time you believe that we have wrongfully disclosed your personal information or has breached this privacy policy, then you may lodge a complaint with us by phoning 1800 007 748.

If you are not satisfied with the response you receive from us, you may contact the Federal Privacy Commissioner by phoning 1300 363 992 or writing to the Director of Complaints, Office of the Federal Privacy Commissioner, GPO Box 5218, Sydney NSW 2000.

### **Queries**

If there are any questions regarding this Privacy Policy, you may contact us using the information below:-

[Directorylistings.com.au](http://Directorylistings.com.au)

Brisbane Technology Park

322/7 Clunies Ross Court

Eight Mile Plains, QLD 4113

Phone: 1800 007 748

Fax: 1800 007 991