

# Privacy Policy

Welcome.

This website is provided as a service to our customers and is owned and operated by Portalogue Solutions Pty Ltd ACN 007 705 124 (Portalogue).

Portalogue is the registered trade mark of Portalogue Solutions Pty. Ltd

Portalogue has been appointed to manage this web service.

Portalogue Solutions Australia Pty Ltd ACN 007 705 124 (Portalogue) is committed to the protection of your personal information in accordance with the National Privacy Principles set out in the Privacy Act 1988. (*Cth Act*)

This Privacy Policy describes the manner in which Portalogue collects holds and uses personal information

## What is Personal Information

Personal Information is any information or opinion about a person, whether true or not, from which that person may be identified.

## Collection of Information

We only collect Information that is necessary for us to conduct our business (including providing services to you). This includes:

- your name, address, and contact information
- information about your dealings with us or our other customers
- information about your use of our services (including online services)
- other personal information you may disclose to us.

Our server may automatically record details including your internet address, domain name and the date and time of your visit to our website. We only use this Information for internal purposes and in providing services to you or improving the supply of services.

## Does Portalogue share this information with anyone else?

No, your personal information is for the information of Portalogue and its associated trusted third party service providers only. These third parties provide specific services and administer activities offered at our website. For example; customer service and credit card processing. These third parties are not authorised to discuss, disclose or make any use of your personal information except as necessary to provide such services.

We, or our third party service providers, may disclose specific individual information if we or they reasonably believe that it's necessary to comply with applicable laws or regulations, or to protect the interests of Portalogue, our business partners, affiliates or its guests, or the interests of our third party service

Your personal information is for the information of Portalogue and its associated trusted third party service providers only. These third parties provide specific services and administer activities offered at our website. For example; customer service and credit card processing. These third parties are not authorised to discuss, disclose or make any use of your personal information except as necessary to provide such services.

We, or our third party service providers, may disclose specific individual information if we or they reasonably believe that it's necessary to comply with applicable laws or regulations, or to protect the interests of Portalogue our business partners, affiliates or its guests, or the interests of our third party service providers.

## How long will you retain my information?

Portalogue keeps your personal information for only as long as required to fulfil the purpose for which it was collected. In some cases we are required by law to keep your personal information for a specified period of time.

## Use of Information

We use Information to provide services to you. We may also use Information:

- For purposes related to billing.

- To conduct our internal business operations.
- To manage our relationship with you.
- To provide you with information about our services (including improvements) or new services about developments in your industry.
- If you are applying for employment we may use Information to assess your application.

We may disclose Information for the purpose for which it was collected including:

- To external service providers (on a confidential basis) so they can provide services to our business that relate to the provision of services
- when the law allows or requires
- to other companies in the Portalogue Group of companies for internal use

#### **How do I know my personal information is secure?**

Portalogue aims to keep your personal information secure and up to date. Any personal information that is collected via this website or which is held on the Portalogue computer systems is protected by anti-virus scanning on servers, intrusion prevention system on firewall, and physical separation of data and web servers.