

Safe Business Systems NT Privacy Policy

About this privacy policy

This privacy policy outlines Safe Business Systems NT Pty Ltd (ACN 150 693 655)'s (**Safe Business Systems NT**) policies for the collection, use, storage, disclosure, and management of the personal information it holds. It is a policy of Safe Business Systems NT to respect your privacy in relation to any personal information collected by Safe Business Systems NT from you.

This privacy policy applies whenever you use Safe Business Systems NT's services or its website (safebiz.com.au). Safe Business Systems NT only collects the information it needs to ensure Safe Business Systems NT provides you with the most appropriate services, support, and information for your business.

Definitions

In this privacy policy 'personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not,

and includes any information that discloses a person's identity or from which a person's identity is reasonably ascertainable.

The kinds of personal information that Safe Business Systems NT collects and how it collects it

The personal information that Safe Business Systems NT may collect includes any information that may identify you, such as name, street and/or postal address, email address or phone number.

Safe Business Systems NT may collect personal information about you when you use the Safe Business Systems NT website and when you otherwise give the personal information to Safe Business Systems NT. For example, Safe Business Systems NT may collect personal information when you:

- contact Safe Business Systems NT;
- make a booking with Safe Business Systems NT; or
- ask for access to information Safe Business Systems NT holds about you or other information about Safe Business Systems NT services.

Safe Business Systems NT may also collect anonymous information from its website of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. Safe Business Systems NT'S purpose in collecting such anonymous information is to better understand how Safe Business Systems NT's visitors use its website.

From time to time, Safe Business Systems NT may release anonymous information in the aggregate e.g. by publishing a report on trends in the usage of its website.

How Safe Business Systems NT holds personal information

Safe Business Systems NT will hold your personal information in the systems that it uses to support the provision of its services. Safe Business Systems NT may hold your personal information in either electronic or hard copy form.

The purposes for which Safe Business Systems NT collects, holds, uses, and discloses personal information

Safe Business Systems NT collects personal information about you to perform its functions and activities and to provide the best possible quality services to you.

Safe Business Systems NT collects, holds, uses, and discloses your personal information to:

- provide and manage Safe Business Systems NT's services to you, including your access to Safe Business Systems NT's services;
- update Safe Business Systems NT's records and keep your contact details up to date;
- update, maintain and protect Safe Business Systems NT's services;
- respond to your questions and communications to Safe Business Systems NT;
- for account management and other administrative matters, including for billing and collection of payment, to prevent and investigate fraud and other misuses;
- protect Safe Business Systems NT's rights or its property;
- send you service-related information, including incident and hazard reports, confirmations, invoices, technical notices, updates, security alerts and support and administrative messages;
- deliver advertising and marketing and promotional information to you;
- notify you about changes to Safe Business Systems NT's services;
- create a list of actual and prospective users and subscribers for Safe Business Systems NT's services;
- assemble statistics regarding the use of Safe Business Systems NT's services;
- for any other purpose Safe Business Systems NT describes at the time it collects personal information from you; and
- comply with any Australian Law; orders of courts or tribunals; and rule, regulation, lawful and binding determination, division, or direction of a regulator; or in co-operation with any governmental authority.

How we use and disclose personal information

Safe Business Systems NT will only use your personal information in order to operate its business and to provide its services to you or to other persons.

Safe Business Systems NT is likely to disclose your personal information to its employees, agents, or contractors. Safe Business Systems NT discloses personal information only to those of its employees, agents, and contractors that:

- need to know that information in order to process it on Safe Business Systems NT's behalf or to provide services available from Safe Business Systems NT or its website; and
- that have agreed not to disclose it to others.

Safe Business Systems NT may disclose personal information where permitted or required to do so by law.

Safe Business Systems NT will not rent or sell your personal information to anyone. Other than to its employees, agents and contractors, as described above, Safe Business Systems NT will only disclose your personal information if legally required to do so, or when Safe Business Systems NT believes in good faith that disclosure is reasonably necessary to protect the property or rights of Safe Business Systems NT, third parties or the public at large.

Safe Business Systems NT makes reasonable endeavor is to protect against the unauthorised access, use, alteration, or destruction of your personal information.

Cookies and advertisements

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Safe Business Systems NT uses cookies to help Safe Business Systems NT identify and track visitors, their usage of the Safe Business Systems NT website, and their website access preferences. Safe Business Systems NT visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using Safe Business Systems NT's websites, with the drawback that certain features of Safe Business Systems NT's websites may not function properly without the aid of cookies.

Advertisements appearing on any of our websites may be delivered to users by advertising partners, who may set cookies. These cookies allow the ad server to recognise your computer each time they send you an online advertisement to compile information about you and others who use your computer. This information allows ad networks to, among other things, deliver targeted advertisements that they believe will be of most interest to you. This privacy policy covers the use of cookies by Safe Business Systems NT and does not cover the use of cookies by any advertisers.

Business transfers

If Safe Business Systems NT, or substantially all its assets, were acquired, or in the unlikely event that Safe Business Systems NT goes out of business or enters bankruptcy, user information would be one of the assets that is transferred or acquired by a third party. You acknowledge that such transfers may occur, and that any acquirer of Safe Business Systems NT may continue to use your personal information as set forth in this privacy policy.

Privacy policy changes

Although most changes are likely to be minor, Safe Business Systems NT may change its privacy policy from time to time, and in Safe Business Systems NT's sole discretion. Safe Business Systems NT encourages visitors to frequently check this page for any changes to its privacy policy. Your continued use of this site after any change in this privacy policy will constitute acceptance of such change.

How you may access your personal information and seek correction of it

You have the right to ask for access to the personal information Safe Business Systems NT holds about you, and to ask that Safe Business Systems NT corrects that personal information. You can ask for access or correction by contacting Safe Business Systems NT and Safe Business Systems NT must, once you lodge a request, either:

- respond to the request for access to the personal information within a reasonable period after the request is made;

- give access to the personal information in the manner requested, if it is reasonable and practicable to do so; or
- in certain circumstances where access is refused, provide reasons for such refusal.

Safe Business Systems NT will ask you to verify your identity before it gives you access to your information or correct it, and Safe Business Systems NT will try to make the process as simple as possible.

Safe Business Systems NT may charge a reasonable fee to you to allow you access to your personal information.

How you may complain if you believe there has been a breach of Safe Business Systems NT's privacy obligations

If you wish to make a complaint to Safe Business Systems NT about how Safe Business Systems NT has handled your personal information you should complain in writing. If you need help lodging a complaint, you can contact us.

Safe Business Systems NT contact details

You can contact us by:

Email: safebusiness@bigpond.com
Telephone: 0428 520 920
Post: PO Box 9004, Alice Springs NT 0870