## Website privacy notice

#### **Privacy Policy and Notice**

This is the privacy notice of [trading or business or organisation or company name]. In this document, ""we", "our", or " = = = = = = = [ = = = = = = = = = = =
We are company number [number] registered in [country].
Introduction
This privacy notice aims to inform you about how we collect and handle any information that we collect from you, or that you provide to us. It covers • • • • • • • • • • • • • • • • • • •
■■■■.
We are extremely concerned to protect your privacy and confidentiality. We understand that all users of our web site are quite rightly concerned to know that their data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party. Our policy is both specific and strict. It complies with Australian law [and with
We regret that if there are one or more points below with which you are not happy, ■
Except as set out below, we do not share, or sell, or disclose to a third $\blacksquare \blacksquare \blacksquare \blacksquare$ , $\blacksquare \blacksquare$
Here is a list of the information we collect from you, either through our web site or because you give it to us • • • • • • • • • • • • • • • • • •

#### 1. Business and personal information

This includes basic identification and contact information, such as your name and contact details and also includes all information given to us in the course of your business and ours, such as information you give us in your capacity as our client. We undertake to preserve the confidentiality

	This i	information is used:
	1.1.	to provide you with the services <b>■ ■ ■ ■ ■ ■ ■ ■ ■</b> ;
	1.2.	for verifying your identity for security purposes;
	1.3.	for marketing our services and products;
	1.4.	information which does not identify any individual may be used in a general way by us or third parties, to provide class information, ■ ■ ■
	of se	eep information, which forms part of our business record for a minimum ven years. That is because we may need it in some way to support a or defence in
	•••	
	•	
2.	Mar	ket place information
	servi	n we obtain information from you specifically to enable you to buy a ce offered on our website by some other person, we assume that in
	givin¢	g us your = = = , = = = = = = = = = = = = = = =
3.	You	ır domain name and e-mail address
	recor	information is recognised by our servers and the pages that you visit are ded. We shall not under any circumstances, divulge your e-mail address y person who is not an employee or
	• • • •	
	3.1.	to correspond with you or deal with ••••••••;
	3.2.	in a collective way not referable to any particular individual, for the purpose ••••••••••••••••••••••••••••••••••••

	3.3. to send you news about the services to •••••••••••••••••••••••••••••••••••
	3.4. to tell you about other of our services
4.	Information you post on our website
	Information you send to us by posting to a forum or blog or in your advertisement, is stored on our servers. We do not specifically use that information except to allow it to be read, but
5.	Website usage information
	We may use software embedded in our website (such as JavaScript) to collect information about pages you view and how you have reached them, what you do when you visit a page, the length of time you remain on the page • • • • • • • • • • • • • • • • • • •
6.	Financial information relating to your credit cards
	This information is never taken by us either through our website or otherwise. At the point of payment, you are transferred to a secure page on the website of [WorldPay / SagePay / PayPal / MoneyBookers] or some other reputable payment service provider. That
7.	Note on padlock symbols and other trust marks
	Many companies offer certification and an icon or other small graphic to prove to website visitors that the site is safe. Some certify to a high level of safety. Others are more concerned to take our money than to

8.	Fina	ancial information relating to your credit cards
	shop	may] keep your financial information to provide you with a better ping experience
	brow finan encry	use Secure Sockets Layer (SSL) certificates to verify your identity, your ser and to encrypt any data you give us when you buy. This includes cial information such as credit or debit card numbers. Our SSL certificate yption level is 128-bit/256-bit. Whenever we ask
	We t	ake the following measures to
	8.1.	We keep your financial information encrypted ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .
	8.2.	We do not keep all your data, so as to prevent the possibility of our ■ ■
	8.3.	Access to your information is restricted • • • • • • • • • • • • • • • • • • •
	8.4.	We automatically delete your • • • [ • • • • • • • • • • • • • • •
	8.5.	If we ask you questions about your financial information, we shall show partial • • • , [ • • • • • • • • • • • • • • •
	8.6.	[Other]
	AND	/OR

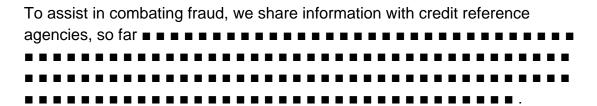
OR (use the paragraph 8 if you  $\blacksquare \blacksquare \blacksquare$ .)

9. Financial information about your direct debit

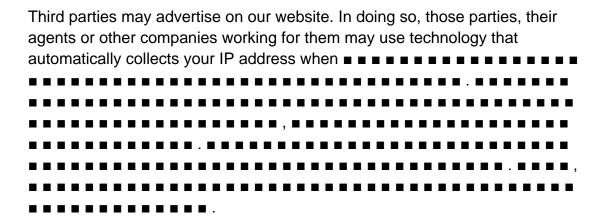
When you have agreed to set up a direct debit arrangement, the information you

 ■,[■■■		ı ■ ■ ■ ], ■ ■ ■		 <b> </b>
 	[====/=		]	

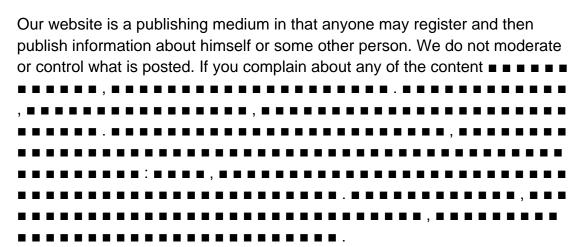
#### 10. Credit reference



#### 11. Third party advertising



#### 12. Third party content



13.	Information	we obtain	from	third	parties
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Although we do not disclose your personal information to any third party
(except as set • • • • • • • • • • • • • • ), • • • •

# 14. Content you provide to us with a view to be used by third party

If you provide information to us with a view to it being read, copied, downloaded, or used by other people, we accept ••••••••••••••••••••••••••••••••••••

#### 15. Cookies

Cookies are small text files that are placed on your computer's hard drive through your web
Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server.
Although your browser software enables you to disable cookies, we recommend that you allow the use of cookies in

15.1.	to record whether you have accepted the use of cookies on our website. This is
15.2.	to allow essential • • • • • • • • • • • • • • • • • • •
15.3.	to operate our content management system;
15.4.	to operate the online notification form - the form that you
15.5.	to enhance security on our contact form.
15.6.	to collect information about how visitors use our website. We use the information to improve your experience of
15.7.	to record that a user has viewed a
15.8.	to record your activity during a web cast. An example is as to whether you have asked a question or provided an opinion by ticking a box.
15.9.	to store your personal information so that you do not

	15.10. to enable you to watch videos we have $\blacksquare$
16.	Calling our help line
	When you call our helpline, we collect Calling   (
17.	Sending a message to our support system
	When you send a message, we collect the data you have given to us in that message in order to obtain confirmation that you are
	,
18.	Complaining
	When we receive a complaint, we record all the information you have given to us. We use that information to resolve your complaint. If your complaint ■ ■
	We may also compile statistics showing information obtained from this

	If you send us information in connection with a job
	If we employ you, we collect information about you and your work from time to time throughout
20.	Marketing information
	With your permission we pass your email address and name to selected associates
21.	Re-marketing
22.	Affiliate information

19. Job application and employment

Use of site by children
18,
OR
Use of site by children
[15]
Disclosure to Government and their agencies
Compliance with the law

27.	Review or update personally identifiable information
28.	Removal of your information
29.	Data may be processed outside Australia
30.	Complaints procedure  30.1.  30.2.

		••••••
	30.3.	
	30.4.	
		How you can contact us
		Emailing [complaint@mywebsite.com.au]
		Sending a letter to us at:
		Attn: Privacy Officer [Address]
		OAIC contact details: Officer of the Australian Information Commissioner (OAIC) Email: enquiries@oaic.gov.au
31.	Cha	nge in Privacy Policy
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# **Explanatory notes:**

#### Website privacy notice

### **General notes**

1.	This privacy notice is usually referred to as a "privacy policy". Notice is called first layer and sometimes called the ' $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ .		
2.	We have therefore drawn this very comprehensive document for your use. The best we can do is to comply with the law, while ••••••••••••••••••••••••••••••••••••		
	The document we have provided does not magically absolve you from risk of data mismanagement, but it is a giant first step. A good privacy notice is prime evidence to everyone you deal		
3.	We have provided a menu of possibilities, use of which depends on the structure of your business and your website. Your privacy policy is a matter for your discretion. We have not tried to use magic words to protect		
	3.1. reminding you how to avoid contravening the Australian laws as amended ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ;		
	3.2. providing re-assurance to your customers ■ ■ ■ ■ ■ ■ ■ ;		
	3.3. maintaining a professional but friendly image.		
	For compliance, it is essential that you specify what data is collected and what you do with it. The image you present to your ••••••••••••••••••••••••••••••••••••		
4.	For compliance, do include all that you might do • • • • • • • • • .		
5.	The introduction provides a statement that you do not market to children. Of course this may need to be <b>*** *** *** *** *** *** ***</b> .		
6.	This document updated according to new changes in the law ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■		

If you were not aware of these changes, Net Lawman recommends you visit the website of the http://www.oaic.gov.au/privacy/privacy-resources/privacy-factsheets/other/privacy-fact-sheet-17-australian-privacy-principles. **Paragraph Specific notes** Notes referable to specific numbered paragraphs **Business and Personal information** This is information collected by most websites. What you do Market place information To use if you take orders This is information collected by  $\blacksquare$   $\blacksquare$   $\blacksquare$   $\blacksquare$   $\blacksquare$   $\blacksquare$   $\blacksquare$   $\blacksquare$   $\blacksquare$ Information you post on our website This is an area often omitted from suggested text, but it may be important. The fact that someone posts insensitive or forbidden or stupid information ........................ . . . . . . . . . . . . . . . . . . Website usage information This information is unlikely to be personally identifiable. Financial information relating to your credit cards In this and the following paragraphs we have given you several alternatives. Alternative paragraphs.

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Financial information about your direct debits

	Provides for direct debit arrangements and $\blacksquare \blacksquare \blacksquare$
10	Credit reference
	We suggest that you leave this paragraph
11	Third party advertising
	This is a simple statement of the obvious. In
15	Cookies
	You must identify what cookies you use and why so as to give a user of your site notice of what you are planting
16 to	,
21	"Remarketing" is the process whereby a visitor to your site is tagged and that tag picked up by Google or some other re-marketing service provider when your visitor goes to some other site that you have decided may be relevant to yours. If you are not immediately familiar with re-marketing, you should delete the provision. If you do use re-marketing, you should choose your words carefully in how you describe what may be regarded as an intrusive practice. More information is at: <a href="https://www.google.com/ads/innovations/remarketing.html">https://www.google.com/ads/innovations/remarketing.html</a>
29	Data may be processed outside Australia
	It is ———————————————————————————————————
30	Complaints procedure

A customer can complaint against how personal information has been
handled firstly, directly

#### 31 Change in privacy policy

We have no comments

## **End of notes**