



## **Privacy and Security Statement for**

**Click On Australia Pty Ltd ACN 082 252 355**

Click On Australia Pty Ltd (“Click On, we, us, our”) directly owns and manages a range of Websites that separately and collectively forms an Online Directory (“OD”).

This Privacy and Security Statement doesn’t apply to any third party Websites that are linked under or from OD.

Third Party Websites should contain their own privacy statements and those third parties are responsible for informing you about their own privacy practices. We strongly suggest that you access and understand third party Privacy and Security Statements.

We understand and appreciate that Website visitor are concerned about their privacy and about the confidentiality and security of information we may gain about you online. We are committed to protecting your privacy.

This Privacy and Security Statement explains how your personal information will be treated as you access and interact with Our Websites.

As Our Websites develop and as technology evolves, we will strive to provide you with better services. We encourage you to review Our Privacy and Security Statement periodically because the Privacy and Security Statement may change from time to time.

In addition to the provisions of this Privacy and Security Statement, there may also be specific or additional privacy provisions, which may apply to particular Websites or certain sections of the Websites.

Because those specific or additional provisions also relate to your privacy protection, you should review them periodically. In the event of any inconsistency between the provisions of this Privacy and Security Statement and those other specific or additional provisions, the specific or additional provisions will prevail.

Whilst we will make every reasonable effort to ensure that children's privacy and other rights are not compromised, it is ultimately the responsibility of parents to monitor their children's Internet Usage.

Remember to close your browser when you have finished your User session. This is to ensure that others cannot access your personal information and correspondence if you share a computer with someone else or are using a computer in a public place like a library or Internet cafe. You as an individual are responsible for the security of and access to your own computer.

It is important that all Users be aware that whenever you voluntarily disclose personal information over the Internet (for example: in discussion forums, via email, or in chat sites) this information can be collected and Used by others. In short, if you post personal information in publicly accessible online forums, you may receive unsolicited messages from other parties in return.

Ultimately, you are solely responsible for maintaining the secrecy of your Username and passwords and/or any account information. Please be careful and responsible whenever you are using the Internet.

### **Collection, Use and Security of personal information**

The types of personal information that we collect from you will depend on how you may use our services. We may collect details (such as your name, email address, age, gender and some details of your personal interests) to enable us to accurately identify and verify who is using our services. Some of this information is essential for control, protection and security purposes and as such is mandatory.

We may collect other types of information to assist Us profile who is using the services and what their interests are so that We may better profile Our services. Typically this type of information is optional and you can decline to supply if you so wish.

We may also collect information with respect to areas and frequency of use of different parts of Our Websites and services. This information is used to improve the structure and performance of Our Websites and is not used in any way to uniquely identify a User.

If you have applied for a customised email or Web address we will gather from you additional information to provide this service. With respect to customised email addresses, we provide an email advertising service to advertisers keen to promote their products or services to our clients. However, We do not disclose personal details from our database to third parties. We control access to our clients and all advertising will be supplied by the advertisers but distributed by us.

In the event that information is gathered for internal analysis purposes to assist in improving our online services, any identifiable characteristics will be removed so that the User remains anonymous.

We may use cookies. Cookies are pieces of information that a Website can transfer to an individual's computer hard drive for record keeping. Cookies can make accessing and using Our services easier by storing information about your preferences on a particular Website. This will enable you to take full advantage of our services.

The use of cookies is an industry standard and you'll find most major Websites use them. Most Internet browsers are pre-set to accept cookies. If you prefer not to receive cookies, you can adjust your Internet browser to refuse cookies or to warn you when cookies are being used.

The information we collect from you is strictly confidential. We are required by law not to reveal, disclose, sell, distribute, rent, licence, share or pass on to any third parties, other than those who are contracted to us for the provision of products or services accessible via Our Websites, any personal information that you may have provided to us unless We have your express consent to do so.

Exceptions to this include:

- Where we believe that the use or disclosure is reasonably necessary to assist a law enforcement agency or an agency responsible for national security in the performance of their functions; or
- Where we are authorised, required or permitted by law to disclose the information; or
- Where there are reasonable grounds to believe that disclosure is necessary to prevent a threat to life or health; or

- Where we are required to provide information in response to subpoenas or Warrants or other legal process including requests from the Australian Stock Exchange.

Transmissions sent to us are routinely monitored for quality control and systems administration.

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. While we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us or receive from our online products or services. These activities are conducted at your own risk. Once we receive your transmission, we make our best effort to ensure its security.

Credit card information is among the most sensitive and important data collected. We operate secure servers to minimise the risk of unauthorised use of such information. Credit card information that is transmitted via our secure servers is encrypted in accordance with the highest standards over the proven EFTPOS network. For obvious reasons, please do not send credit card information through unsecured electronic mail.

#### **Can I access and correct my information?**

You can request access at any time to personal information we hold about you. You may ask us at any time to correct this information where you believe it is incorrect or out of date.

No fee will be charged for an access request made to us. You may be charged the reasonable expenses incurred in giving you any information you have requested (such as searching and photocopying costs).

To access personal information we hold about you, or to obtain more information about your rights or Our Privacy Policy, please contact Click On's Privacy Officer at:

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