

## **PRIVACY POLICY**

This Privacy Policy applies to all personal information collected by DataBench Pty Ltd in the course of its normal business activities.

### **1. What is "personal information"?**

The *Privacy Act 1988* (Cth) (**Act**) currently defines "personal information" as meaning information or an opinion about an identified individual or an individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

If information does not disclose your identity or enable your identity to be ascertained, it will in most cases not be classified as "personal information" and will not be subject to this privacy policy.

You should be aware that the Privacy Act contains certain exemptions which may impact upon our privacy obligations. For example, employee records are generally exempt from an organisation's obligations under the Act. This exemption does not, however, permit us to use personal information contained in employee records for purposes not connected with the employment relationship. Employee records remain confidential.

### **2. What information do we collect?**

The personal information which we collect and hold about you is limited to your name, email address and telephone number.

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

We collect personal information directly from you when you provide us with information in order to establish an account.

By voluntarily providing us with information about yourself, you are consenting to our use of that data in the manner described in this policy.

### **4. Purpose of collection**

The purpose for which we collect personal information is to establish your account which in turn enables us to provide you with the services you are seeking from us. This information is required for identity and access management reasons and for facilitating a password reset if needed. We do not collect personal information for any other purpose.

We may have cause to disclose personal information to our service providers who assist us in operating our computer systems. Your personal information may also be exposed from time to time to maintenance and support personnel acting in the normal course of

their duties. In the event that we outsource part of our infrastructure, it is possible that the entity we engage for this purpose may also have access to your personal information.

Subject to the foregoing, we only use your personal information in a manner consistent with the original purposes of collection or as otherwise permitted by the Australian Privacy Principles.

If you use our services, you consent to the receipt of direct marketing material. We will only use your personal information for this purpose if the material is of a type which you would reasonably expect to receive from use. We do not use sensitive personal information in direct marketing activity. Our direct marketing material will include a simple means by which you can request not to receive further communications of this nature. An alternative means of opting out is to contact us as set out below and simply request that you receive no further such communications.

## **5. Access and correction**

You are entitled to obtain access to the personal information we hold about you in certain circumstances, and you are also permitted to correct inaccurate personal information subject to certain exceptions. If you wish to seek access for this purpose, please contact us as set out below.

## **6. Complaint procedure**

If you have a complaint concerning the manner in which we maintain the privacy of your personal information, please contact us as set out below. All complaints will be considered by the person we designate as our privacy officer from time to time, and we may seek further information from you to clarify your concerns. If we agree that your complaint is well founded, we will, in consultation with you, take appropriate steps to rectify the problem. If you remain dissatisfied with the outcome, you may refer the matter to the Office of the Australian Information Commissioner or you may choose to seek independent legal advice.

## **7. Overseas transfer**

Your personal information may be transferred overseas or stored overseas for a variety of reasons. It is not possible to identify each and every country to which your personal information may be sent. If your personal information is sent to a recipient in a country with data protection laws which are at least substantially similar to the Australian Privacy Principles, and where there are mechanisms available to you to enforce protection of your personal information under that overseas law, we will not be liable for a breach of the Australian Privacy Principles if your personal information is mishandled in that jurisdiction. If your personal information is transferred to a jurisdiction which does not have data protection laws as comprehensive as Australia's, we will take reasonable steps to secure a contractual commitment from the recipient to handle your information in accordance with the Australian Privacy Principles.

## **8. Protection under foreign laws**

In some circumstances, foreign data protection laws may have extra-territorial application in Australia and may provide additional protection to individuals if we have collected their personal data from an overseas jurisdiction. Where this is the case, there may be additional rights and remedies available to you under the foreign law in the event that your personal information is handled in a manner inconsistent with that law.

## **9. Amendments to this policy**

We reserve the right to change and modify this privacy policy at any time without prior notice. Your continued use of our services following the posting on our website of changes to these terms means you accept these changes. You will always have access to the most recent policy on [www.databench.com.au](http://www.databench.com.au).

## **10. How to contact us about privacy**

If you have any queries, or if you seek access to your personal information, or if you have a complaint about our privacy practices, you can contact us as follows:

By mail:  
DataBench  
Attention: Privacy Department  
Level 9, 123 Albert Street  
Brisbane, QLD 4000

By email: [admin@databench.com.au](mailto:admin@databench.com.au) (mailto:admin@databench.com.au)