



more inside, outside™

## PRIVACY POLICY

In the course of our business we collect, use, store and disclose personal information provided to us by our clients and other users of our website. We do this in accordance with Australian Privacy Principles (APP) established by the Privacy Act 1988 (Cth) (Privacy Act). We may vary this privacy policy from time to time. By continuing to use our website and our Services and providing us with your personal information, you acknowledge that you have read and accept these changes.

### COLLECTION OF YOUR PERSONAL INFORMATION

If you would like to take advantage of one or more of the Services that are offered to you through our website, then you may need to provide us with information that personally identifies you. This personal information includes your name, address, email address, phone number, date of birth, drivers licence no, company name and job title, and personal or business details.

We may also collect information concerning your interests, but will only do so with your prior consent. This information may fall within the definition of 'sensitive information' under the Privacy Act and, for the purposes of this Privacy Policy, will be included in each reference to 'personal information' unless the context indicates otherwise. Your consent is given when you knowingly supply sensitive information to us.

As the collection of your information will be instigated by a request by you for one of our Services or through the enquiry form that you have completed, you will know that the information is being collected and for what purpose. We may also collect your personal information from your authorised representatives, other professional advisors and government or regulatory bodies.

### STORAGE AND SECURITY OF YOUR PERSONAL INFORMATION

We use our reasonable endeavours to maintain the security of this website and to protect your personal information from misuse, interference and loss and from unauthorised access, modification or disclosure.

### USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION

We use your personal information to provide you with our Services, to maintain contact with you, to conduct our business, and to provide you with information from time to time which we think may be of interest to you. We will only disclose your personal information for another purpose if you consent to the disclosure, it is permitted or required under law, or you would reasonably expect us to disclose the information to provide you with the Services.

We may also disclose your information to third parties, but only on a confidential basis and in accordance with our legal obligations. These parties could include our contractors, suppliers, accountants, expert legal counsel, government bodies and courts. We will not sell, rent or trade in personal information about you.

Please contact us by emailing us at [info@inoutside.com.au](mailto:info@inoutside.com.au) if you no longer wish for us to use your information or to contact you. Subject to our legal requirements, we will destroy or de-identify any information about you that we do not need, including any information that is unsolicited or that we inadvertently collect and that is not necessary for our above functions.

## HOW YOU CAN ACCESS AND CORRECT YOUR PERSONAL INFORMATION

We take all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide. We recommend that you let us know if there are any errors in your personal information; and keep us up to date with changes to personal information, such as your name or address by emailing us at [info@inoutside.com.au](mailto:info@inoutside.com.au).

## COOKIES AND OTHER INFORMATION

In order to make our website more secure, cookies are used when a registered client or logs on to enable that client to subsequently access secure pages. Cookies are also used when a new user accesses our website, and we may collect general anonymous data from users. This data will include a user's domain name or IP address, browser type, desktop system and resolution and will be used to analyse trends, manage and administer the website, improve usability and monitor how the website is being used. You can turn off the cookie option if you wish by changing the settings on your browser.

## LINKS TO OTHER SITES

Where another website is linked on our website, we do not warrant that the site complies with its legal obligations regarding privacy.

## FURTHER INFORMATION AND FEEDBACK

If you have any queries or feedback regarding our privacy policy or wish to gain access to your information or to make a complaint, please contact us, by emailing us at [info@inoutside.com.au](mailto:info@inoutside.com.au)