



## PRIVACY POLICY

This is the Privacy Policy for Think Packaging Pty Ltd as trustee for the Excute Hastam Unit Trust trading as The Salary Packaging People (The Salary Packaging People, We, Our, Us) of 2/396 Latrobe Terrace, Newtown, VIC, 3220, and its subsidiaries and related entities.

We are committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Privacy Policy explains how we collect, use and disclose your personal information in connection with our services. By using our website and services, you consent to the data practices described in this policy.

The purpose of this Privacy Policy is to tell you the kind of information we may gather about you when you visit our site or provide personal information to us by other means, how we may use that information, whether we disclose it to anyone, the choices you have regarding our use of, and your ability to correct this information. Our policy allows you to choose what kind and how much information you provide to us and to control how we use whatever information you give us. Our goal is to provide you with a satisfying experience while allowing you to control your privacy and to give you a means to voice any questions or concerns you may have. This policy applies only to us and not to other companies' or organisations' websites to which we are linked.

### What is personal Information?

Personal information is defined in the **Privacy Act 1988** (Cth). Generally, it is information or an opinion from which your identity is apparent or can be reasonably ascertained. This may include your name, address, telephone number, email address, profession or occupation.

### What kinds of personal Information do we collect?

We collect information from you primarily to make it easier and more rewarding for you to use our services.

Depending on the service/s you are accessing, you could be asked or be obliged to provide information such as, but not limited to;

- your name;
- your company contact details;
- email address;



- billing address;
- bank account details;
- credit card details

We also collect anonymous demographic information, which is not unique to you, such as;

- your area code;
- age;
- gender,
- preferences,
- interests and favourites.

There is also information about your computer hardware and software that is automatically collected by us. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by us for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of our website.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through any of our public message boards, this information may be collected and used by others. **Note:** We do not read any of your private online communications.

We encourage you to review the privacy statements of websites you choose to link to from our website so that you can understand how those websites collect, use and share your information. We are not responsible for the privacy statements or other content on websites outside of our website or their subsidiaries and/or related entities.

## Use of your personal information

We will only use the personal information you have chosen to provide us for the purpose for which you provided it. We will not use it for any other purpose without your consent.

We collect and use your personal information to operate our website and deliver the services you have requested. We also use your personally identifiable information to inform you of other products or services available from us and our affiliates. We may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.



We do not sell, rent or lease our customer lists to third parties. We may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, we may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to us, and they are required to maintain the confidentiality of your information.

We do not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

We keep track of the websites and pages our customers visit, in order to determine which of our services are the most popular. This data is used to deliver customised content and advertising to customers whose behaviour indicates that they are interested in a particular subject area.

## Disclosure of personal information

We will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on us or the site; (b) protect and defend our rights or property ; and, (c) act under pressing circumstances to protect the personal safety of users of us, or the public.

## Security of personal information

We operate secure data networks that are designed to protect your privacy and security. We secure the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure.

## Access to your personal information

When we hold your personal information, we will where possible, provide you with access to the information. We will take reasonable steps to correct the information so that it is accurate, complete and up to date.



## Complaints about Privacy

If you have any complaints relating to online privacy issues on our website/s, please notify us immediately. While we accept no liability for any material or links posted to the service, we will investigate all complaints.

## Changes to this Statement

We will occasionally update this Privacy Policy to reflect company and customer feedback. We encourage you to periodically review this policy to be informed of how we are protecting your information.