



## PRIVACY POLICY (Version 01-03-2017)

Before reading the rest of this privacy policy further below, please note the following preliminary terms:

"**e4**", "**e4 Group of Companies**", "**our**", "**us**", or "**we**" means, as indicated by the context, any of the following companies:

company name:

ABN:

website(s):

**E4 Australia Pty Ltd**

20604123775

[www.e4australia.com.au](http://www.e4australia.com.au)

and any of their holding companies, subsidiaries, as well as subsidiaries of their holding companies from time to time, as the case may be.

"**You**" and/or "**your**" means you, the viewer of our website(s).

"**e4 staff**" means any of e4's directors, employees, agents, contractors and/or consultants, as the case may be.

This privacy policy covers our corporate web sites listed above, as well as any other e4 websites from time to time, and includes information given to any of the e4 staff.

Should any of the provisions of this privacy policy conflict with any terms and conditions contained in any agreement you have concluded with e4 then the terms and conditions, to the extent of any conflict, contained in such agreement shall prevail.

### **1. YOUR RIGHT TO PRIVACY AND SECURITY**

We value your right to privacy and security. Through your use of our website(s), your personal information is treated as private and confidential. We are and remain committed to providing you with secure access to our services. We want you to use our website with complete confidence, and make your experience on our website as rewarding as possible.

We collect information in different ways from visitors and subscribers who access our website(s) and make use of our services. We use this information primarily to provide a better and more customized service to you in a closed business community. We only, with your knowledge and consent, disclose personal information to third parties in line with the provision of the services we provide.

### **2. INFORMATION COLLECTED**



## **PRIVACY POLICY** (Version 01-03-2017)

We are acutely aware of and sensitive to the right to privacy of our subscribers and other visitors to our websites. Whether as a subscriber, or a visitor, we do not collect personal information unless you decide to disclose it to us.

### **3. DISCLOSURE OF PERSONAL INFORMATION**

We may use your personal information to contact you for support, renewal, upgrades and subscription to new services. Please be assured that if you are contacted by any of the e4 staff, they have agreed to keep your personal information private and confidential. This is in accordance with strict confidentiality agreements signed with the e4 staff.

We will not disclose your personal information to a person who is not a member of the e4 staff without your permission unless (i) we are compelled by law or in terms of a court order to do so, or (ii) it is in the public interest to do so, or (iii) it is necessary to protect our rights.

Personal information used to compile profiles for statistical purposes is only shared where such data cannot be linked back to your personal information.

### **4. LINKED WEB SITES**

Our website(s) have hyperlinks to other third party website(s). The privacy practices, privacy policies and other issues regarding these website is outside our control and you must make your own informed decision on whether or not to make use of the services offered therein.

### **5. LAWFUL PURPOSES**

Preventing exposing others to material which is offensive, harmful to minors, indecent or otherwise objectionable is especially important to us. It is our policy to ensure that we comply with all applicable laws in this regard.

### **6. SECURITY**

Personal information collected by us is stored in a secure environment and is not available without your consent to any person who is not a member of the e4 staff. We use encryption technology that complies with international standards to protect storage and transmission of your personal information. Our web servers have firewall protection and intrusion detection systems. Access to information on these web servers is restricted to authorised e4 staff only.



## **PRIVACY POLICY** (Version 01-03-2017)

### **7. DATA RETENTION**

e4 will not retain your personal information longer than is necessary for the purpose for which it was collected. The periods of retention are based on your requirements.

### **8. RESPONSIBILITIES UNDER AUSTRALIAN PRIVACY ACT 1988**

As an Australian based and registered business e4 is at all time subject to all rights and responsibilities as published in the Australian Privacy. Act 1988.

Privacy disputes and/or claims should be lodged via the Office of the Australian Information Commissioner (OAIC). See [www.oaic.gov.au](http://www.oaic.gov.au) for further detail.

### **9. REVISIONS TO THIS POLICY**

e4 reserves the right to change or amend this privacy policy at any time without prior notice. Changes will be posted on the websites from time to time.



## **PRIVACY POLICY** (Version 01-03-2017)

© copyright 2017 e4 Australia (Pty) Ltd