

# Privacy Statement of Jeremy Dawes Web Designer

In this statement "I" and "myself" and "me" means Jeremy Dawes Web Designer ABN 17 995 196 838.

## General

I collect certain personal information from you such as your name, contact details. This information is required to provide services to you. I may also collect other personal information that you provide on surveys, briefing documents and service agreements. I use this information to improve my services and products. I take reasonable steps to ensure your personal information is kept confidential, secure, and protected from unauthorised access or use.

## Access to personal information

In accordance with the Privacy Act, you can access personal information about you held by myself, and advise if you believe it is inaccurate, incomplete, or out of date.

## Complaint

If you consider that your privacy has been breached, please contact myself. If you consider that we have not resolved the issue you may refer the matter to the Privacy Commissioner's Office.

We collect, use, store and disclose personal information about you for the following purposes:

### Service providers.

Transfer personal information for the primary purposes of carrying out my business services and transactions confidentially to our service providers that we use, and my bank, merchant or financial agencies to process your account payments. Wherever possible, I try to get those services provided to you without those third parties being provided with any of your personal information. If that is not possible, I require that any third party is provided with only the minimum necessary information.

### Sale of business

If at some time in the future, I sell all or part of my business, I will need to disclose your personal information to the buyer so that the buyer can continue to provide services to you.

### Quality of information collected.

It is your responsibility to ensure that your personal information is up to date by notifying me of any changes to the details I hold about you. However, I will take all reasonable steps to make sure that the personal information I collect, use or disclose is accurate, complete and up-to-date.

I will collect details relating to a client only:

1. if relevant to or necessary for the provision of the service or product that I engaged to provide, or
2. for other legitimate purposes made known to the client prior to the time the details are collected.

I will take reasonable steps, having regard to the nature of the information collected, to ensure that information collected in relation to a client:

1. to the extent that it comprises business records or details in relation to a particular individual, can be checked by a client.
2. is accurate, and if necessary, kept up to date.
3. if inaccurate, is erased or rectified
4. is erased at the request of the client and when no longer reasonably required.

I will use details relating to a user only for:

1. My internal marketing, billing or other purposes necessary for the provision of the service, or
2. purposes made known to the client prior to the time the details are collected, or
3. other purposes with the prior consent of the user.

I will:

1. keep confidential the business records, personal details and information of or relating to each client and will respect the privacy of users' personal communications;
2. take adequate steps to ensure the confidentiality of business records, personal details and information;
3. not sell or exchange the business records, personal details or information of a client without the client's express prior consent, other than to another person in the course of the sale of my business or part of it as a going concern;
4. refrain from intentionally examining or tampering with a client's business records, personal details or information without the express prior consent of the user except to the extent required by a properly qualified officer for the maintenance of system security or data integrity;
5. treat email as private content whether in transit or in storage.

This policy does not prevent disclosure of information with the express or implied consent of the client or as permitted by law. Nothing in this policy in any way releases me from more onerous secrecy obligations imposed by statute or contract or equity, or other industry code of practice to which I may be bound. However, nothing in this policy prevents a me from collecting anonymous aggregate information regarding my users or the use of my service.