

PRIVACY POLICY

Connect All Services believes that your privacy is an extremely important right that you have as an individual and as an organization. **Connect All Services** is totally committed to ensuring your personal information provided to us is treated professionally and is protected from unauthorised access. "Personal Information" means any information we hold about you from which your identity can be determined.

COLLECTION OF INFORMATION

Connect All Services will only collect necessary personal information directly from you unless this it is impractical or unreasonable to do so. At or before collection we will take reasonable steps to ensure that you are aware of the reason and purpose for collecting your personal information and to the extent to which that information may be disclosed. **Connect All Services** needs to collect personal information from you so that we can set up and administer our database. Generally the information that we collect comprises Name, Address, contact details (incl. Phone, Fax, Email, Mobile) and other relevant information.

USE AND DISCLOSURE

Personal Information will only be used for the purpose it was given (Primary Purpose) . It will be used for other purposes (Secondary Purpose) only if Consent to the purpose is expressed or implied. The use/disclosure is related to the main purpose of collection and you would reasonably expect it to be so used in such way; or It is required by Law or some other compulsion to disclose such information as is permitted in the National Privacy Principle 2.

QUALITY AND SECURITY

Connect All Services will make every reasonable effort to ensure the security of your personal information held with us and that this information is complete, accurate and up-to date whenever we collect or use it. If you find that the personal information is inaccurate, incomplete or out of date, please contact us immediately and it will be updated. Your information, if no longer needed, will be destroyed or de-identified immediately it is no longer required.

ACCESS

Connect All Services will, upon your request, provide you with access to your personal information held by us. **Connect All Services** will deal with your request to provide access to your personal information within a reasonable amount of time.

ENQUIRIES

If you have any enquiries or questions regarding our privacy policy please do so via our "Contact Us" page on our website or send an email to privacy@connectall.com.au. More information on the privacy act can be obtained form the Australian Government's website www.privacy.gov.au



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