

## PRIVACY POLICY

Threefold Partners Pty Ltd is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

### What is Personal Information and why do we collect it?

The personal information that Threefold Partners Pty Ltd collects and processes includes but is not limited to:

- your full name
- your email address
- your phone number
- your employer

This Personal Information is obtained in many ways, via our website [threefold.com.au](http://threefold.com.au) and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services and information to you and providing marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

### Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

### Threefold's website

When visiting Threefold's website, the site server makes a record of the visit and logs the following information for statistical and administrative purposes:

- *The user's server address* – to consider the users who access the site regularly and tailor the site to their interests and requirements;
- *The date and time of the visit to the site* – this is important for identifying the website's busy times and ensuring maintenance on the site is conducted outside these periods;
- *Pages accessed and documents downloaded* – this indicates to Threefold which pages or documents are most important to users and also helps identify important information that may be difficult to find;
- *Duration of the visit* – this indicates to us how interesting and informative the Threefold's site is to users, and
- *Type of browser used* – this is important for browser-specific coding; and •
- *Visiting domain name or IP address, Computer Operating System, Browser Type and Screen Resolution* – we collect this to optimise Threefold's website and better understand its usage.

A cookie is a piece of information that a website sends to your browser when you access information at that site. Threefold's website uses cookies to allow for a better user experience.

### Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

### Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

**Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

**Access to your Personal Information**

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Threefold Partners Pty Ltd will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

**Maintaining the Quality of your Personal Information**

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

**Policy Updates**

This Policy may change from time to time and is available on our website.

**Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy, please contact us at:

92 Green Street

Cremorne, Vic. 3121

Australia

[sean@threefold.com.au](mailto:sean@threefold.com.au)