

Privacy Policy

General

- By accessing our website, trading or transacting with us, you acknowledge and agree to the content of this Privacy Policy. The Privacy Policy relates to the collection and use of personal information you may supply to us (expressly or otherwise) or which we collect from you.
- Personal information will only be gathered to the extent necessary, by lawful and fair means, and for specified purposes which are relevant to our operations. If we hold personal information about an person and that individual is able to determine that the information is not complete, accurate and relevant, we will take practical and reasonable steps to correct the information so that it meets these criteria.
- We reserve at our discretion, the right, to update, modify or remove portions of this Privacy Policy as required. This Privacy Policy is in addition to any other terms and conditions applicable to our transactions with you.
- Protecting the privacy of information collected about you is of huge importance to us, in particular information with potential of identifying an individual (“personal information”). This Privacy Policy governs the way in which your information (personal or otherwise) will be dealt with including

but not limited to collection, access, storage and use of personal information which we obtain as part of our business operation. This Privacy Policy should be reviewed periodically so that you are updated on any changes. We welcome your comments and feedback.

- Tan Ninety will not sell, distribute or release your information without your consent. The only circumstances in which external organisations may be given access to our customers' personal information is during the direct performance of work for you or as required during any transactions. An example may include a partner which is engaged by Tan Ninety to maintain our software or database systems. Under all circumstances where your personal information is disclosed we will take all reasonable steps to ensure that third parties undertake to protect your privacy.
- We collect your personal information only after informing you of the purpose of its use, our contact person, or other information, and only to the extent reasonably necessary for our purpose. Customers are welcome to request personal information we hold about them. To obtain a copy of the personal information that we hold, please contact our Privacy Officer. Positive identity validation will be required. All personal information supplied to us is not shared with any other third parties unless explicitly and expressly communicated when you submit the information.

What do we collect?

- Generally your name, email address, city of residence, mail address and telephone numbers are kept.

How is it collected?

Direct requests

- Personal information about you is collected only when knowingly and voluntarily submitted. Personal Information is collected by our organisation via the following: direct requests for information made by us to you either verbally or in writing, including information included in any agreement or schedule to agreement with us. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

IP Addresses

- If information is gathered by our web site, our web servers gather your IP address to assist with the diagnosis of problems or support issues with our services. Again, information is gathered in aggregate only and cannot be traced to an individual user.
- Cookies and Applets

- We use cookies to provide you with a better experience. These cookies allow us to increase your security by storing your session ID and are a way of monitoring single user access. This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site.

What do we do with your information?

- It will be used to form part of a database of purchasers already interested in our products and services. It is for our use only.

How is it stored?

- Our internal electronic storage systems hold the information.

Is it secure?

- We strive to ensure the security, integrity and privacy of personal information submitted to us including via our web sites, and we review and update our security measures in light of current technologies.

Unfortunately, we cannot guarantee our systems to be totally secure.

- However, we will endeavour to take all reasonable steps to protect the personal information you may disclose to us.

- In addition, our employees and the contractors who provide services to us are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.

How long is it held for?

- Unless you specify an expiry date, we hold the information at a time of its own discretion.

Need More ?

- For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's web site; <http://www.privacy.gov.au/>. Any complaints in relation to our handling of your personal information can be directed to the Australian Federal Privacy Commissioner.