

Instructions for use

Before editing, you will need to first save a copy to your own Google Drive for editing (File > Make a Copy) or download it as a Word Doc (File > Download > Microsoft Word (.docx)).

Privacy Policy

This Privacy Policy applies to all of the products, services and websites offered by <BUSINESS NAME> or its subsidiaries or affiliated companies. Sometimes, we may post product specific privacy notices or materials to explain our services and products in more detail. If you have any questions about this Privacy Policy, please feel free to contact us through our website.

Last Updated: 29/11/2018

Advertising Cookie and OPT-OUT

When you are accessing the internet through a web browser, we may use cookies from Facebook, Google (and other advertisers) to improve your online experience, including the display of more relevant ads.

Anyone may opt-out of the Google cookie at any time by going to your Google Ad Settings. You may also opt-out of the Facebook cookie at any time by going to your Facebook Ad Settings.

Information We Collect and How We Use It

We may collect the following types of information:

- **Information you provide** - When you sign up with or make a purchase from <BUSINESS NAME>, we ask you for personal information. We may combine the information you submit with information from other <BUSINESS NAME> services or third parties in order to provide you with a better experience and to improve the quality of our services. This won't occur without your consent unless necessary for site security. This data is retained for as long as you have an active account with <BUSINESS NAME>.
- **Cookies** - When you visit <BUSINESS NAME>, we send one or more cookies to your device. We use cookies to improve the quality of our service, including for storing user preferences, improving search results and ad selection, and tracking user trends, such as how people search. <BUSINESS NAME> also uses cookies in its advertising services to help advertisers and publishers serve and manage ads across the web and on <BUSINESS NAME> services.

- **Log information** - When you access the services of <BUSINESS NAME> via browser, application or other clients our servers automatically record certain information. These server logs may include information such as your web request, your interaction with a service, Internet Protocol address, browser type, browser language, the date and time of your request and one or more cookies that may uniquely identify your browser or your account. These logs are retained for a period of <NUMBER> days and are used for anti-fraud and website security purposes. After this time, these logs are automatically deleted.
- **Traffic information** - When you access the services of <BUSINESS NAME> via browser, application or other clients we record certain information using our traffic analysis tool, Google Analytics. This information is stored in an anonymised manner but does include data such as your web request, your interaction with a service, Internet Protocol address, browser type, browser language, the date and time of your request and one or more cookies that may uniquely identify your browser or your account. These logs are retained for a period of <NUMBER> months and are used for content and marketing planning purposes so that we can improve our content and services. After this time, these logs are automatically deleted.
- **User communications** - When you send an email or other communications to <BUSINESS NAME>, we may retain those communications in order to process your inquiries, respond to your requests and improve our services. When you send and receive SMS messages to or from one of our services that provides SMS functionality, we may collect and maintain information associated with those messages, such as the phone number, the wireless carrier associated with the phone number, the content of the message, and the date and time of the transaction. We may use your email address to communicate with you about our services or products but never to send you communications that are not related to your purchases or that you haven't opted into.
- **Affiliated <BUSINESS NAME> services on other sites** - We offer some of our services on or through other websites. Personal information that you provide to those sites may be sent to <BUSINESS NAME> in order to deliver the service. We process such information under this Privacy Policy.
- **Third Party Applications** - <BUSINESS NAME> may make available third party applications, such as plugins, modules or extensions, through its services. The information collected by <BUSINESS NAME> when you enable a third party application is processed under this Privacy Policy. Information collected by the third party application provider is governed by their privacy policies.
- **Location data** - <BUSINESS NAME> offers location-enabled services. If you use those services, <BUSINESS NAME> may receive information about your actual location (such as GPS signals sent by a mobile device) or information that can be used to approximate a location (such as a cell ID). This data is not recorded without your permission and is not held for any longer than the period required to deliver the specific service.
- **Other sites** - This Privacy Policy applies to <BUSINESS NAME>'s services only. We do not exercise control over the sites displayed as search results, sites that include <BUSINESS NAME> applications, products or services, or links from within our various

services. These other sites may place their own cookies or other files on your computer, collect data or solicit personal information from you.

In addition to the above, we may use the information we collect to:

- Provide, maintain, protect, and improve our services (including advertising services) and develop new services; and
- Protect the rights or property of <BUSINESS NAME> or our users.

If we use this information in a manner different than the purpose for which it was collected, then we will ask for your consent prior to such use.

<BUSINESS NAME> processes personal information on our servers in <COUNTRY>. In some cases, we process personal information outside your own country.

Choices

You can use <BUSINESS NAME> to review and control the information stored in your <BUSINESS NAME> account. Most browsers are initially set up to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some of the <BUSINESS NAME> features and services may not function properly if your cookies are disabled.

Information Sharing

<BUSINESS NAME> only shares personal information with other companies or individuals outside of <BUSINESS NAME> in the following limited circumstances:

- We have your consent. We require opt-in consent for the sharing of any sensitive personal information.
- If we provide such information to our subsidiaries, affiliated companies or other trusted businesses or persons for the purpose of processing personal information on our behalf. We require that these parties agree to process such information based on our instructions and in compliance with this Privacy Policy and any other appropriate confidentiality and security measures.
- We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, (b) enforce applicable Terms of Service, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security or technical issues, or (d) protect against harm to the rights, property or safety of <BUSINESS NAME>, its users or the public as required or permitted by law.

If <BUSINESS NAME> becomes involved in a merger, acquisition, or any form of sale of some or all of its assets, we will ensure the confidentiality of any personal information involved in such transactions and provide notice before personal information is transferred and becomes subject to a different privacy policy.

Information Security

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, including appropriate encryption and physical security measures to guard against unauthorized access to systems where we store personal data.

We restrict access to personal information to <BUSINESS NAME> employees, contractors and agents who need to know that information in order to process it on our behalf. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution if they fail to meet these obligations.

Accessing And Updating Personal Information

When you use <BUSINESS NAME> services, we make good faith efforts to provide you with access to your personal information and either to correct this data if it is inaccurate or to delete such data at your request if it is not otherwise required to be retained by law or for legitimate business purposes. We ask individual users to identify themselves and the information requested to be accessed, corrected or removed before processing such requests, and we may decline to process requests that are unreasonably repetitive or systematic, require disproportionate technical effort, jeopardize the privacy of others, or would be extremely impractical (for instance, requests concerning information residing on backup tapes), or for which access is not otherwise required. In any case, where we provide information access and correction, we perform this service free of charge, except if doing so would require a disproportionate effort. Because of the way we maintain certain services, after you delete your information, residual copies may take a period of time before they are deleted from our active servers and may remain in our backup systems.

Enforcement

<BUSINESS NAME> regularly reviews its compliance with this Privacy Policy. When we receive formal written complaints, it is <BUSINESS NAME>'s policy to contact the complaining user regarding his or her concerns. We will cooperate with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of personal data that cannot be resolved between <BUSINESS NAME> and an individual.

Changes To This Privacy Policy

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your explicit consent. We will post any Privacy Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Privacy Policy changes).

DISCLAIMER OF USE

This privacy policy template is provided as is. TerraMedia makes no claim as to its suitability for your scenario. We recommend seeking independent legal advice to ensure that your privacy policy is adequate.

By using this template, you expressly agree that the use of it is at your own risk. Neither TerraMedia, nor its employees, affiliates, agents, third party information providers, merchants, licensors or the like, warrant that this template is suitable for your situation, or that it is error free.

Under no circumstances, including negligence, shall TerraMedia, its officers, agents or anyone else involved in creating, producing or distributing TerraMedia services be liable for any direct, indirect, incidental, special or consequential damages that result from the use of this document.

For full terms and conditions, please visit <https://terramedia.com.au/terms/>