### PRIVACY POLICY



## **Privacy Policy**

Effective Date: 01 July 2025

At Yaku.au, your privacy is important to us. This Privacy Policy outlines how we collect, use, store, and protect your personal information in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs) 2014.

We provide financial consulting (not advice), transformation services, and professional coaching. This policy applies to all information collected through our website, email, coaching sessions, consulting engagements, and related communications.

### 1. What Personal Information We Collect

We may collect and hold personal information such as:

- Identification details: full name, email address, phone number, job title, and organisation.
- Professional and business information: details about your role, business operations, goals, and areas of interest.
- Communication data: records of enquiries, consultations, coaching session notes.
- Website data: automatically collected information via cookies and analytics.

### 2. Why We Collect Personal Information

We collect personal information to deliver services, respond to inquiries, communicate, maintain records, improve services, and meet legal obligations. We will not use your information for unrelated purposes without consent.

#### 3. How We Store and Protect Your Information

Your personal information is securely stored using and offline encrypted storage device and secure email platforms, accessible only by authorised personnel.

#### 4. Disclosure of Personal Information

We do not share your personal information with third parties unless you request it, it is legally required, or necessary to prevent serious harm. We never sell your data.

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# 5. Use of Cookies and Website Analytics

We use cookies to enhance your experience and collect anonymous usage data. You can disable cookies via browser settings.

### 6. Access and Correction of Your Information

You may request access to or correction of your personal information at any time.

### 7. Overseas Disclosure

If any data is stored or processed overseas, we ensure appropriate safeguards are in place.

## 8. Changes to This Privacy Policy

We may update this policy and recommend reviewing it periodically.

### 9. Contact Us

For inquiries or data requests, contact:

Jaco Potgieter

Email: jacopotgieter.info@gmail.com

Website: https://www.yaku.au