

1. We respect your privacy

Chief HR Australia Pty Ltd (**Chief HR**) respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). This policy sets out how we collect and treat your personal information.

"Personal information" is the information we hold that is identifiable as being about you.

2. Collection of personal information

- (a) Chief HR will, from time to time, receive and store the personal information you enter onto our website, provided to us directly or given to us in other forms.
- (b) You may provide basic information such as your name, phone number, address and email address to enable us to send information, provide updates and process your product or service order. We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, change your content or email preference, respond to surveys and/or promotions, provide financial or credit card information, or communicate with our customer support.
- (c) Additionally, we may also collect any other information you provide while interacting with us. This includes personal information you provide to us when creating comments, tweets, posts, photos, pictures, images, videos, materials or other user-generated content or information (**User Content**).

3. How we collect your personal information

Chief HR collects personal information from you in a variety of ways, including when you interact with us electronically or in person when you access our website and when we provide our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

4. Use of your personal information

- (a) Chief HR may use personal information collected from you to provide you with information, updates and our services. We may also make you aware of new and additional products, services and opportunities available to you. We may use your personal information to improve our products and services and better understand your needs.
- (b) Chief HR may contact you by a variety of measures including, but not limited to telephone, email, SMS or mail.
- (c) If you choose to post User Content containing personal information, you expressly consent to Chief HR using that information with your User Content for specified business purposes including advertising and promotional purposes. You can withdraw this consent at any time by contacting us at info@chiefhr.com.au.

5. Disclosure of your personal information

- (a) We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this Policy. Personal information is only supplied to a third party when it is required for the delivery of our services.
- (b) We may, from time to time, need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, or warrant, in the course of a legal proceeding or in response to a law enforcement agency request.
- (c) We may also use your personal information to protect the copyright, trademarks, legal rights, property or safety of Chief HR, www.chiefhr.com.au its customers or third parties.
- (d) Information that we collect may from time to time be stored, processed or transferred between parties located in countries outside of Australia.
- (e) If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer, to the extent permissible at law, our user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser under an agreement to maintain confidentiality. We would seek to only disclose information in good faith and where required by any of the above circumstances.
- (f) By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Privacy Policy. When we disclose your personal information to third parties, we will request that the third party follow this Privacy Policy regarding handling your personal information.

6. Security of your personal information

- (a) Chief HR is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.
- (b) The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that the personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

7. Access to your personal information

- (a) You may request details of personal information that we hold about you in accordance with the provisions of the *Privacy Act 1988* (Cth). We will provide access to your personal information free of charge, except where we incur unreasonable costs in providing access, in which case we may charge you a reasonable fee. We will inform you of any such fee in advance. If you would like a copy of the information, which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at info@chiefhr.com.au.
- (b) We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the *Privacy Act 1988* (Cth).

8. Complaints about privacy

If you have any complaints about our privacy practices, you can contact our Privacy Officer at info@chiefhr.com.au. We take complaints very seriously and will respond within 30 days of receiving your complaint. If you are not satisfied with our response, you have the right to lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or by calling 1300 363 992.

9. Changes to Privacy Policy

We may update this Privacy Policy from time to time. When we make significant changes to this Policy, we will notify you by posting a notice on our website and, where appropriate, sending you a direct notification. Changes will be effective 30 days after the notice is posted, giving you time to review the changes. Please check our website periodically to stay informed of any updates.

10. Website

10.1 When you visit our website

When you come to our website www.chiefhr.com.au we may collect certain information such as browser type, operating system, and website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

10.2 Cookies

We may from time to time use cookies on our website. Cookies are very small files that a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our website. Our website may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third-party services such as Google AdWords. These ads may appear on this website or other websites you visit.

10.3 Third-party sites

Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third-party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that Chief HR is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each website that collects personally identifiable information.