



THEBUZZ CORP PTY LTD ACN 120 408 166

## PRIVACY POLICY

**This Privacy Policy is a part of TheBuzz's General Terms And Conditions and is intended to ensure that Customers understand how TheBuzz collects and manages personal information. This Privacy Policy does not limit or reduce Customers' rights or affect TheBuzz's obligations under the General Terms and Conditions.**

TheBuzz places a high priority on the security of private information. We have developed this policy to inform you of how we manage your personal information and maintain its integrity and security.

TheBuzz is bound by the Privacy Act 1988 and must comply with the National Privacy Principles. The Spam Act 2003 prohibits unsolicited commercial electronic messaging, which covers emails, instant messaging, SMS and other mobile phone messaging. The message must be commercial in nature, must accurately identify the sender and include a way for the recipient to unsubscribe from similar messages in the future. The Australian Communications and Media Authority is responsible for enforcing the provisions of the Spam Act 2003.

With your express or inferred consent TheBuzz may send you commercial electronic messages from time to time. If you prefer not to receive these messages please let us know.

You can find more information about the Privacy Act and the National Privacy Principles on the Federal Privacy Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au).

If, on reading this policy, you would like more information please contact TheBuzz.

### COLLECTING PERSONAL INFORMATION

TheBuzz collects and holds a range of personal information gathered during the course of providing services and products, however, it strives to collect and hold only information that is relevant and necessary to each customer's account. This information includes each customer's:

- Name
- address
- email address
- telephone and fax number
- credit card details

In most instances TheBuzz will collect information directly from its customers. In some instances it may purchase information from list owners or managers.

### Purposes of Collection

TheBuzz may also use the information:

- To send newsletters to customers;
- to inform customers of products that can be purchased from TheBuzz;
- to inform customers of developments at TheBuzz and other services that it can provide.

### Third Parties

TheBuzz will not disclose information about customers unless the disclosure:

- Is required for servicing or maintenance purposes or purposes that are related to providing customers with service and which would be reasonably expected;
- is required or authorised by law;

- is for purposes permitted under the Privacy Act; or
- customers have consented to the disclosure.

### **Personal Information Quality**

TheBuzz seeks to ensure that personal information is accurate, complete and up to date and relies on all customers to provide true, accurate, current and complete information about themselves as requested. If any information changes customers must promptly update the information to keep TheBuzz's records accurate, current and complete.

Customers are requested to contact TheBuzz if they believe that any information is inaccurate or incomplete. TheBuzz will use reasonable efforts to ensure that all information is correct. If TheBuzz does not believe that any information is inaccurate or incomplete it will take reasonable steps to add a statement to the information that a customer believes is not accurate, complete or up-to-date.

### **Securing Personal Information**

TheBuzz will take reasonable precautions to protect your personal information from unauthorised disclosure, use or alteration and have the following security measures in place:

- Offices are properly supervised during work hours and securely locked after hours;
- computers have password and virus protection;
- offices are monitored regularly by a security service;
- TheBuzz website is protected by a firewall; and
- employees all sign confidentiality agreements as part of beginning employment at TheBuzz.

### **Accessing Your Personal Information**

Customers have a limited right to access personal information that The Buzz holds about them. In certain circumstances TheBuzz may refuse a customer's request to access and, if so, will give a reason for that refusal.

TheBuzz is not required to provide access if:

- Denying access is required or authorised by law; or
- providing access would be unlawful.

### **Changes to this Statement**

TheBuzz may make changes to this Privacy Policy from time to time for any reason. If so, the changes will be published on TheBuzz website.

### **Contacting Us**

Further information regarding this Privacy Policy may be obtained by contacting TheBuzz at:

**Telephone:** 1300 552 889  
**Email:** enquiries@thebuzzcorp.com  
**Post:** PO Box 987 Nedlands WA 6909

**[www.thebuzzcorp.com](http://www.thebuzzcorp.com)**