

OFFICIAL



# Privacy Policy

This Policy was last reviewed and updated on: **22<sup>nd</sup> February  
2023**

OFFICIAL

## Contents

Privacy Policy .....	3
What is Personal Information and why do we collect it? .....	3
Sensitive Information .....	3
Third Parties.....	4
Disclosure of Personal Information .....	4
Security of Personal Information .....	4
Access to your Personal Information.....	4
Maintaining the Quality of your Personal Information .....	5
Sale of Personal Information .....	5
Cookies .....	5
Data Security .....	5
Affiliates, Third Party Sites, and Cookies .....	6
Website Analytics .....	6
Policy Updates .....	6
Privacy Policy Complaints and Enquiries .....	6

# Privacy Policy

**time2talk Leadership** is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

## **What is Personal Information and why do we collect it?**

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect includes names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website <https://time2talk.com.au/>, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us via email.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## **Sensitive Information**

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## **Third Parties**

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

## **Disclosure of Personal Information**

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

## **Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

## **Access to your Personal Information**

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

**time2talk Leadership** will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

## **Maintaining the Quality of your Personal Information**

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

## **Sale of Personal Information**

We do not sell personal information.

## **Cookies**

A cookie is a small piece of data sent from a website and stored on your device by your browser. This Website collects cookies and may use cookies for reasons including, but not limited to:

- Analyzing our Website traffic;
- Analyzing your interactions with advertisements;
- Identifying if you are signed in to the Website;
- Testing content on the Website;
- Storing information about your preferences;
- Recognizing when you return to the Website.

Most web browsers automatically accept cookies. However, you can modify your browser settings to decline cookies, if you prefer. This setting may prevent you from taking full advantage of the Website.

## **Data Security**

We will implement reasonable and appropriate security procedures consistent with prevailing industry standards to protect data from unauthorized access by physical and electronic intrusion. Unfortunately, no data transmission over the Internet or method of data storage can be guaranteed 100% secure. Therefore, while we strive to protect your Personal Information by following generally accepted industry standards, we cannot ensure or warrant the absolute security of any information you transmit to us or archive at this site.

When you transmit Personal Information through the purchase of products or services, we encrypt that information in transit using secure socket layer technology (SSL).

## **Affiliates, Third Party Sites, and Cookies**

time2talk Leadership, both on the main site and occasionally on site-related social media and email marketing, provides links to websites operated by third parties, including affiliate relationships with carefully selected vendors. These third party sites maintain their privacy policies over which time2talk Leadership has no control and may use cookies and other data collection in order to provide the services or products as featured on site. You are encouraged to review their privacy policy and contact them directly for responses to your questions.

## **Website Analytics**

We may also partner with selected third-party vendors such as Google Analytics to allow tracking technologies and remarketing services on the Site ([www.time2talk.com.au](http://www.time2talk.com.au)) through the use of first party cookies and third-party cookies, to , among other things, analyse and track users' use of the Site, determine the popularity of certain content and better understand online activity. By accessing the Site you consent to the collection and use of your information by these third-party vendors. You are encouraged to review their privacy policy and contact them directory for responses to your questions. We do not transfer personal information to these third-party vendors.

## **Policy Updates**

This Policy may change from time to time and is available on our website.

## **Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy please contact us at:

**201/684 Burke Road Camberwell VIC 3124**

**info@time2talk.com.au**

**1300 828 255**