

PRIVACY POLICY

This Policy outlines the obligations which **3Degrees Design** has in managing the personal information we hold about our clients, potential clients, contractors and others.

3Degrees Design is bound by the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Cth) (Privacy Act).

In summary, 'personal information' is information or an opinion relating to an individual which can be used to identify that individual.

WHY DOES 3DEGREES DESIGN COLLECT PERSONAL INFORMATION?

3Degrees Design collects personal information in order to conduct business, to provide and market their services and to meet legal obligations.

About whom do **3Degrees Design** collect personal information?

The type of information **3Degrees Design** may collect and hold includes (but is not limited to) personal information about:

- clients, business associates and potential clients
- employees
- suppliers and their employees
- prospective employees
- contractors

What kinds of personal information does **3Degrees Design** collect?

In general, the type of personal information **3Degrees Design** collects and holds includes (but is not limited to): names, addresses, contact details, occupations and other information which assists in conducting business, providing and marketing services and meeting business needs.

In most cases, if personal information requested is not provided, **3Degrees Design** may not be able to supply the relevant product or service.

HOW DOES 3DEGREES DESIGN COLLECT PERSONAL INFORMATION?

Personal Information you provide

3Degrees Design generally collects personal information by way of forms filled out by people, face-to-face meetings, interviews, business cards, telephone conversations and from third parties.

Personal Information provided by other people

In some circumstances, **3Degrees Design** may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another person.

Website Collection

3Degrees Design collect personal information from the website www.3dgrs.com through receiving feedback forms and quote requests. **3Degrees Design** also uses third parties to analyse traffic to the website, which may involve the use of cookies. Information collected through such analysis is anonymous.

HOW MIGHT 3DEGREES DESIGN USE AND DISCLOSE YOUR PERSONAL INFORMATION?

3Degrees Design may use and disclose your personal information for the primary purpose for which it is collected, for reasonably expected secondary purposes which are related to the primary purpose and in other circumstances authorised by the Privacy Act.

In general, **3Degrees Design** use and disclose your personal information for the following purposes:

- to conduct business;
- to provide and market services;
- to communicate with you;
- to purchase from you;
- to help manage and enhance services.



DEGREES
DESIGN

www.3dgrs.com

Graphic / Web / Photography

0422 595 867 / 0403 645 920

PRIVACY POLICY CONTINUED...

To whom might 3Degrees Design disclose your personal information?

3Degrees Design may disclose your personal information to:

- other members of 3Degrees Design;
- other companies or individuals who assist 3Degrees Design in providing services or who perform functions on their behalf.
- anyone else to whom you authorise 3Degrees Design to disclose it.

3Degrees Design also collects personal information from these organisations and individuals, and deal with that information in accordance with this Policy.

Sending information overseas

3Degrees Design will not send your personal information to recipients outside of Australia without:

- obtaining your consent (in some cases this consent will be implied); or
- otherwise complying with the NPPs.
- 3Degrees Design may disclose your personal information to other members of the 3Degrees Design Team.

SENSITIVE INFORMATION

Some personal information which 3Degrees Design collects is 'sensitive information'. Sensitive information includes: information relating to a businesses website logon details, company documents or important files.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or where certain other limited circumstances apply (eg, where required by law).

3Degrees Design take reasonable steps to protect personal information held from misuse and loss and from unauthorised access, modification or disclosure, for example by use of physical security and restricted access to electronic records.

3Degrees Design endeavour to ensure that the personal information they hold is accurate, complete and up-to-date. Contact 3Degrees Design in order to update any personal information they hold about you. Contact details are set out below. Updates to this Policy.

This Policy will be reviewed from time to time to take account of new laws and technology, changes to operations and practices and the changing business environment. The most current version of this Policy is located at www.3dgrs.com.au/privacy_policy.pdf and can be obtained by contacting a 3Degrees Design employee.

ENQUIRIES

If you have any questions about privacy-related issues please contact us at dave@3dgrs.com



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