

Website privacy policy

This Privacy Policy applies to all personal information collected by CIC Technology Pty Ltd (**we, our or us**).

Your privacy is important to us, and we are committed to dealing with your personal information in a responsible manner. By requesting any of our products or services, visiting our website, expressing an opinion to us, or participating in one of our online forums or communities or otherwise providing us with your personal information, you are agreeing to us dealing with your personal information in accordance with this Privacy Policy. If you have any questions or concerns about our Privacy Policy or its implementation you may contact us on the details set out in section 9 below.

1 What is "personal information"?

- (a) The Privacy Act 1988 (Cth) defines "personal information" as meaning information or an opinion about an identified individual or an individual who is reasonably identifiable:
 - (i) whether the information or opinion is true or not; and
 - (ii) whether the information or opinion is recorded in a material form or not.
- (b) If information does not disclose your identity or enable your identity to be ascertained, it will in most cases not be classified as "personal information" and will not be subject to this privacy policy.

2 What information do we collect?

You are not required to provide any Personal Information to us, but if we ask for Personal Information from you and you do not provide it to us we may not be able to provide you with some or all of our products or services

The kind of personal information that we collect from you will depend on how you use the website and our services. The personal information which we collect and hold about you may include your name, phone number, physical and electronic address and the company that you represent and any other personal information that you voluntarily provide.

3 How we collect your personal information

- (a) We may collect personal information from you whenever you input such information into the website.
- (b) We collect personal information from you when you use our products and services.
- (c) We also collect cookies from your computer which enable us to tell when you use the website and also to help customise your website experience. As a general rule, however, it is not possible to identify you personally from our use of cookies and cookies can be disabled through settings in your internet browser.
- (d) We may also collect Personal Information about an individual from third parties who provide us with such personal information, or a publicly available source

4 Storage of information

We will take reasonable steps to ensure that the personal information we hold about you is kept secure, accurate and up to date.

We take appropriate measures to safeguard against unauthorised uses and disclosures of personal information. However, in the event of any unauthorised use or disclosure of your personal information beyond our control, we will

not have any liability to you or any other person for any consequences which arise from that unauthorised use or disclosure of your personal information.

5 Purpose of collection

- (a) The purpose for which we collect personal information is to provide you with our services and the best service experience possible on our website and using our services.
- (b) We customarily disclose personal information only to our service providers and resellers who assist us in operating our website and our services and products. Your personal information may also be exposed from time to time to maintenance and support personnel acting in the normal course of their duties.
- (c) By using our website, you consent to the receipt of direct marketing material. We will only use your personal information for this purpose if we believe it is material of a type which you would reasonably expect to receive from use. We do not use sensitive personal information in direct marketing activities. Our direct marketing material will include a simple means by which you can request not to receive further communications of this nature.

6 Access and correction

Australian Privacy Principle 12 permits you to obtain access to the personal information that we hold about you in certain circumstances, and Australian Privacy Principle 13 allows you to correct inaccurate personal information subject to certain exceptions. If you would like to obtain such access, please contact us as set out in section 9 below.

7 Complaint procedure

If you have a complaint concerning the manner in which we maintain the privacy of your personal information, please contact us as set out in section 9 below. All complaints will be considered and we may seek further information from you to clarify your concerns. If we agree that your complaint is well founded, we will, in consultation with you, take appropriate steps to rectify the problem. If you remain dissatisfied with the outcome, you may refer the matter to the Office of the Australian Information Commissioner.

8 Overseas transfer

It is unlikely that your personal information will be disclosed to recipients outside Australia unless you expressly request us to do so. If you request us to transfer your personal information to an overseas recipient, the overseas recipient will not be required to comply with the Australian Privacy Principles and we will not be liable for any mishandling of your information in such circumstances.

9 How to contact us about privacy

If you have any queries, or if you seek access to your personal information, or if you have a complaint about our privacy practices, you can contact us on: sales@torus-technology.com