

## **Privacy Policy** WorkSmith ABN 77 937 40 7857

Your privacy is important to us.

### **WorkSmith applies fundamental principles of:**

- We don't ask you for personal information unless we truly need it for your engagement with us and any transactions we may exchange.
- We don't share your personal information with anyone except to comply with the law, develop our products, or protect our rights.
- We don't store personal information unless required for the on-going operation of one of our services.
- We do not share, sell, lend or lease any of the information that uniquely identify a subscriber (such as email addresses or personal details) with anyone except to the extent it is necessary to process transactions or provide services to you that you have requested.
- We abide by any affiliated organisations' privacy policies to the best of our extent.

## **WEBSITE VISITORS AND APPLICATION USERS**

### GATHERING OF PERSONALLY-IDENTIFYING INFORMATION

WorkSmith does not use any collected information to identify its visitors and does not disclose such information. Visitors can always refuse to supply personally-identifying information, with the caveat that it may prevent them from engaging in certain Website-related and Application-related activities.

### LINKS ON OUR WEBSITES

We are not responsible for the practices employed by Web sites and applications linked to or from our Web site or applications or the information or content contained therein. Often WorkSmith provides links to other Web sites and applications solely as pointers to information on topics that may be useful to the users of our Web site or applications.

Please remember that when you use a link to go from our Website and applications to another web site, our Privacy Policy is no longer in effect. Your browsing and interaction on any other web site, including web sites which have a link on our Website, is subject to that Web site's own rules and policies. Please read over those rules and policies before proceeding.

### YOUR CONSENT

By using our Web site and applications, you consent to our collection and use of your personal information as described in this Privacy Policy. We reserve the right to amend this privacy policy at any time with or without notice.

### HOW CAN YOU ACCESS AND CORRECT YOUR INFORMATION?

You may request access to all your personally identifiable information that we collect online and maintain in our database by emailing us at the usual address.

### CHOICE/OPT-IN/OPT-OUT

WorkSmith allows visitors and users of applications to unsubscribe so that they will not receive future messages. After unsubscribing we will discontinue sending the particular messages as soon as technically feasible.

#### UNDER 18?

We ask that children (under the age of 18) do not submit any personal information to us. If you are a minor, you can use this service only in conjunction with permission and guidance from your parents or guardians.

#### ACQUISITION OR CHANGES IN OWNERSHIP

In the event that the web site (or a substantial portion of its assets) or applications are acquired, your information would be considered part of those assets, and may be part of those assets that are transferred.

#### PRIVACY POLICY CHANGES

Although most changes are likely to be minor, WorkSmith may change its Privacy Policy from time to time, to our sole discretion. Please frequently check this page for any changes to our Privacy Policy. You can also check your news blog and/or newsletter for alerts. Your continued use of this site after any change in this Privacy Policy will constitute your acceptance of such change.