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# PRIVACY POLICY

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Verified Businesses is owned and operated by Coastal Business Exchange Pty Ltd ATF The CBE Trust and will be referred to as "We", "our" and "us" in this Privacy Policy. By appointing us, you agree to our Privacy Policy. The Privacy Policy relates to the collection and use of personal information you may supply to us through our appointment.

We reserve the right, at our discretion, to modify or remove portions of the Privacy Policy at any time. The Privacy Policy is in addition to any other terms and conditions applicable to the appointment.

We recognise the importance of protecting the privacy of information collected about our clients, in particular information that is capable of identifying an individual ("personal information"). The Privacy Policy governs the manner in which your personal information, will be dealt with. The Privacy Policy should be reviewed periodically so that you are updated on any changes. We welcome your comments and feedback.

## **Personal Information**

1. Personal information about you is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

## **Use of Information**

2. Personal information is used only for the purpose for which it is submitted or for such other secondary purposes that are related to the primary purpose, unless we disclose otherwise.

## **Collecting information on Registered members**

3. We collect personal information about you in order for you to take full advantage of our services. To do this it may be necessary for you to provide additional information to us as detailed below.

## **Disclosure**

4. Apart from where you have consented or disclosure is necessary to achieve the purpose

for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property or anyone else who could be harmed by such activities. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.

5. We may engage third parties to provide you with goods or services on our behalf. In that circumstance, we may disclose your personal information to those third parties in order to meet your request for goods or services.

### **Security**

6. We strive to ensure the security, integrity and privacy of personal information and we review and update our security measures in light of current technologies.
7. We will endeavour to take all reasonable steps to protect the personal information you provide.
8. In addition, our employees and the contractors who provide services are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.

### **Access to Information**

9. We will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. If, at any time, you discover that information held about you is incorrect, you may contact us to have the information corrected.
10. In addition, our employees and the contractors who provide services are obliged to respect the confidentiality of any personal information held by us.

### **Problems or questions**

11. If we become aware of any ongoing concerns or problems regarding privacy, we will take these issues seriously and work to address these concerns. If you have any further queries relating to our Privacy Policy, or you have a problem or complaint, please contact us.
12. For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's web site; <http://www.privacy.gov.au/>.