

The Australian Relocation Managers Privacy Policy

The purpose of this policy

At The Australian Relocation Managers, we are committed to preserving the privacy of our clients and suppliers.

We comply with the obligations under by the Privacy Act 1988 (Cth) (Act) and protect the privacy of the personal information that The Australian Relocation Managers holds.

Throughout our client servicing process we are often required to collect a range of personal information which is used in the process to deliver a specific service(s). For example, The Australian Relocation Managers may collect personal information such as:

- Name
- Address
- Email address
- Telephone & Fax numbers (work and home)
- Occupation
- Gender
- Credit card details, when purchasing goods and/or services

Collection of Information via the Internet

When you visit The Australian Relocation Managers website to read or download information, we do collect the following information: your server address, search engines, domain name, date and time you visited the site, pages viewed and the information downloaded. This is as a result of the use of cookies. Most Internet browsers are pre-set to accept cookies. If you prefer not to receive cookies, you can adjust your browser to disable or to warn you when cookies are used. You can disable the cookies, which means this information will not be recorded.

The information collected is not distributed to any third party provider(s).

What happens if you choose not to provide your personal information?

You are not obliged to give us your personal information. However, if you choose not to provide The Australian Relocation Managers with personal details, such as your name or address, the range of services we can provide to you may be limited.

Use and Disclosure of Information

We only use your personal information for the purpose it was collected which is related to the specific service we provide to you.

Your personal information may also be used.

- to provide you with further information about the services you requested;
- for administration purposes, including charging, billing and collecting debts; and

- to promote and market other services of The Australian Relocation Managers which we consider may be of interest to you.

In respect of promotional information and emails, you have the opportunity to notify us that you do not wish to receive this material and you will be removed from our database.

Access and Correct Information

We will take all reasonable steps to ensure that the personal information that we hold is accurate and up-to-date.

Security of Information

We will take all reasonable steps to secure your personal information, and to protect it from misuse and loss, and from unauthorised access, modification or disclosure.

Our personnel are trained to treat personal information with the utmost confidentiality. Electronic information is protected by our internal security measures (Internet Security Software). Although The Australian Relocation Managers takes reasonable steps to protect personal information, the Internet is inherently insecure and so we cannot guarantee that The Australian Relocation Managers website is 'hacker-proof'.

When personal information is no longer required, reasonable steps are taken to destroy or permanently de-identify the information for our systems.

Contacting Us

If you have any queries or concerns about our Privacy Policy or our handling of your personal information, please contact us on (03) 9017 3636.