

# Privacy Policy

Practice Master Pty Ltd ACN 158 422 032 is committed to protecting your personal information. This privacy policy explains how and why your personal information is collected, what it is used for, and to whom and when it is disclosed.

## Collecting and using personal information

We collect your personal information when you complete an online enquiry form, purchase our products or require support or other services. This may include your name, address, e-mail address and phone numbers.

We collect your information so that we can:

- communicate with you
- deal with your enquiry
- provide you with information about products and services
- provide you with products and services
- do other things that are related to your interactions with us and to facilitate our business operations.

If you do not provide this information we may not be able to respond to your enquiry or licence you our products.

If you are accessing this website from a location outside of Australia, your information will be collected and used in Australia in accordance with this policy.

We may use cookies. Our internet server may automatically record details of your use of our website when you use or access the website (including your IP address, domain name and browser type) the date and time of access, and details of the information downloaded. This information is only used for statistical and analysis purposes. It allows us to see how our website is being used and to improve our website.

We will only disclose your personal information to our personnel, agents, related companies, licensors, contractors, service providers and business partners or as required by law, and only for the above (or related) purposes.

## Third party information

If at any time you disclose the personal information of another person (including a person's health records) to Practice Master, (e.g. in order for us to provide you with software support services) you must ensure that you have advised the person of our identity, how to contact us, why we have the information and what we will do with it.

Practice Master only requires this information in limited cases to provide certain support services you may need. These support services are entirely optional. However, if the information is not provided to us, Practice Master may not be able to provide the support service you require. We will only disclose the information to our personnel and consultants as required to perform the required support service. We will not retain the information once the support service has been completed.

## **Information security**

We take reasonable steps to protect all information which we hold from misuse, loss, unauthorised access, modification or disclosure. However, as the transmission of data over the internet is not totally secure, we cannot guarantee the security of data transmitted in this way.

All personal information is kept on a secure server and protected by firewall security systems.

If you have access to parts of our website that are protected by a password, your personal information may be accessible by any person that has your password. You must ensure that your password is kept secret and not disclosed to anyone else. We are not responsible for any loss or damage that you suffer by any unauthorised access to your personal information that has been caused or contributed to by you disclosing, or being careless with, your password.

## **Links to other websites**

We may provide links to other websites operated by third parties. We are not responsible for the content or operation of those websites or for any products, services or information contained in them or offered by them. You should review the privacy policy and terms and conditions of use of those websites when you visit them.

## **Access, correction and Our Contact Details**

If you think that your personal information is inaccurate, you should let us know and we will take reasonable steps to correct the information so that it is accurate, complete and up-to-date.

If you want to access your personal information or have questions about any privacy related issues, please contact Practice Master Pty Ltd via [support@practicemaster.com.au](mailto:support@practicemaster.com.au)

## **Updates**

We may review and update this policy from time to time. Any update version will be posted on our website.