

## **About this Policy**

Sauce Consulting Pty. Ltd. (ABN 89 632 263 917) ('we', 'us', 'our') understands the importance of and is committed to protecting your personal information. We are bound by the Australian Privacy Principles (APPs) which regulate how we may collect, use, disclose and store personal information, and how our customers and suppliers and stakeholders ('you') may access and correct the personal information we hold about you.

We may change this privacy policy from time-to-time. The updated privacy will be posted on our website, with the date of the update shown.

## **Information we collect about you and how we collect it**

The kinds of personal information we collect may include your name, address, telephone number, e-mail address, occupation or job title, company size and industry.

We collect personal information when you voluntarily provide it to us, for example, through submitting an online form from our website. There are also circumstances in which we may collect your personal information indirectly. For example, we may occasionally collect personal information from third party companies and partners with whom we have a relationship. In such circumstances, we take reasonable steps to ensure that the third party has obtained your consent to disclose your personal information to us. If you operate an online media account, we may collect information or content you have made public in connection with that online media service or otherwise permit the online media service to share with us. Such information or content may include personal information. We may also collect personal information that is made publicly available by being published on any website.

We may collect information about your web behaviour such as your IP address, browser type, URLs of the websites you access from our website and details of the webpages you visit, as well as other software and hardware information that may be available. This information is automatically provided to us by your web browser. Generally, this information is anonymous and cannot be used to identify you, however, if you submit an online form this information may be appended to any personal information you submit to us.

If you provide personal information to us about someone else, such as an employee, you must ensure that you have their consent to disclose their information to us. You should also ensure that you take reasonable steps such that the individual concerned is aware of the various matters dealt with in this policy. You consent to work-related personal information of your employees being used and disclosed as set out in this policy.

If you do not provide us with the personal information we request we may not be able to provide you the level of service we otherwise could.

## **Use of our Site**

As with most online businesses, we may log information about your access and use of our Site, including through the use of Internet cookies, your communications with our Site, the type of browser you are using, the type of operating system you are using and the domain name of your Internet service provider. Our website may use cookies to enhance or personalise our website services. These cookies may also be used to collect and store information about your usage of our website. All information these cookies collect is anonymous.

We may use web beacons on this Site from time to time. Web beacons or clear.gifs are small pieces of code placed on a web page to monitor the visitors' behaviour and collect data about the visitors viewing a web page. For example, web beacons can be used to count the users who visit a web page or to deliver a cookie to the browser of a visitor viewing that page.

We may use analytics programs such as Google Analytics to collect and process data. To find out how Google uses data when you use third party websites or applications, please see [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/) or any other URL Google may use from time to time

## **Use of Personal Information**

Any personal information we collect may be stored in our database and used and disclosed for the following purposes:

- to contact and communicate with you;
- to maintain our relationship with you;
- for market research and business development including consulting, implementation and integration services and website development;
- for marketing including direct marketing;
- to send you statements and invoices;
- to collect payments from you; and
- to run competitions or offer additional benefits to you; and
- for data analytics purposes.

## **Disclosure of personal information**

We may disclose personal information to:

- the extent that we are required to do so by law, including in connection with any legal proceedings or anticipated legal proceedings, or in order to comply with any legal obligation, or to establish, exercise or defend our legal rights;
- credit reporting agencies and courts, tribunals and regulatory authorities where customers fail to pay for goods or services provided by us to them;

- third parties, including agents, partners or subcontractors, who assist us in providing information, products, services or direct marketing to you; located, or that store data, outside of Australia; and
- third parties to collect and process data including Google Analytics. This may include parties that store data outside of Australia.

Where we disclose your personal information to third parties for these purposes, we will request that the third party follow this Privacy Policy regarding handling of your personal information.

We may also sell, transfer, or otherwise disclose our database of personal information to an actual or potential successor entity, purchaser, or investor in connection with a corporate merger, consolidation, sale of our assets or substantially all our assets, share sale, investment transaction or other corporate rearrangement.

### **Third party websites**

Our Site may contain links to other websites of interest. We do not have any control over those websites. We are not responsible for or liable for the protection and privacy of any information which you provide whilst visiting such websites, and such websites are not governed by this Privacy Policy.

### **Accessing your Personal Information**

We try to ensure that any personal information we store is accurate, complete and up to date. To assist us, please contact us via the details below if any of your details have changed or if you believe that the personal information we hold about you is inaccurate.

You may request details of personal information that we hold about you, in certain circumstances set out in the Privacy Act 1988 (Cth). An administrative fee may be payable for the provision of information. We may refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act.

### **Contact Details**

If you believe that any information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us by email. We will respond to any request within a reasonable time. We will endeavour to promptly correct any information found to be inaccurate, incomplete or out of date.

Contact email: [privacy@sauceconsulting.com.au](mailto:privacy@sauceconsulting.com.au)

If you are dissatisfied with our response, you may direct your complaint to the Office of the Australian Information Commissioner by email at [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au) or by telephone on 1300 363 992.

Last updated date: 1st April 2019