# c:People

# Privacy Policy

cc:People (AUST) Pty Ltd and its solutions comply with the relevant sections of the Australian Federal Privacy Act 1988 (including the March 2014 changes).

Where used in this Privacy Policy, the terms "personal information", and "Australian Privacy Principle(s)" have the meaning attributed to those terms in the Privacy Act (Cth) 1988 ("Privacy Act"). This Privacy Policy has been prepared by cc:People (AUST) Pty Ltd (ABN 46 636 283 344) ("cc:People"). cc:People owns and operates the application located at

<u>https://app.ccpeople.com.au</u> (including any subdomains) and will be known as "the Site". This Privacy Policy discloses our information gathering and dissemination practices for the Site.

In this Privacy Policy:

Any reference to "cc:People", "we", "us" and "our" includes a reference to cc:People Pty Ltd (as that term is defined in the Corporations Act 2001 (Cth)).

cc:People ("Service") is a hosted web application developed and maintained by cc:People Pty Ltd, with a license to "cc:People (AUST) Pty Ltd". This Privacy Policy explains the collection and use of information and data across the Service.

cc:People respects your right to privacy. All information collected by cc:People is used to improve the experience and quality of the Service.

### General

We collect the e-mail addresses of those who communicate with us via e-mail, aggregate information on what pages consumers access or visit, and information volunteered by the consumer, such as potential survey information.

The information we collect is used to improve the content of our application and the quality of our service, and is not shared with or sold to other organisations for commercial purposes, except to provide products or services you've requested, when we have your permission, or under the following circumstances:

When it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Terms of Service, or as otherwise required by law.

We may transfer information about you if cc:People (AUST) Pty Ltd or cc:People Pty Ltd is acquired by or merged with another company. In this event, cc:People (AUST) Pty Ltd will notify you before information about you is transferred and becomes subject to a different privacy policy.

#### User Information

When you register for cc:People we ask for information such as your name, company name and email address. cc:People Pty Ltd uses collected information for the following general purposes: products and services provision, billing, identification and authentication and services improvement.

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## Cookies

A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a web site's computers and stored on your computer's hard drive.

Cookies are required to use the cc:People Pty Ltd services.

We use cookies to record current session information, but do not use permanent cookies. You are required to log\-in to the cc:People site after a certain period of time has elapsed to protect you against others accidentally accessing your account contents.

## Data Storage

cc:People Pty Ltd uses third party vendors and hosting partners to provide the necessary hardware, software, networking, storage, and related technology required to run cc:People. cc:People Pty Ltd owns the code, databases, and all rights to the cc:People application, you retain all rights to your data.

#### Disclosure

cc:People (AUST) may disclose personally identifiable information under special circumstances, such as to comply with subpoenas or when your actions violate our Terms of Service.

#### Security

cc:People is hosted at ISPNET, a premium cloud hosting provider. Virtual Server backup is performed daily between (6pm and 6am) and backup are stored in a secondary storage network.

# Changes to Privacy Policy

This policy may be amended from time to time and the revised policy will be posted on this site to notify users of the change.

#### Our obligations

This online service is bound by the provisions of the *Privacy Act 1988 (Cth)*- external site, including the <u>Australian Privacy Principles</u>- external site.

Contact us <u>Contact us</u> about your privacy concerns.