Privacy Policy

MicroDOT Pty Ltd is committed to providing quality products and services and this policy outlines our ongoing obligations to you in respect of how we manage your Business and/or Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Business and/or Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

What is Business and/or Personal Information and why do we collect it?

Business and/or Personal Information is information or an opinion that identifies a business or an individual. Examples of Business and Personal Information we collect include but may not be limited to: names, addresses, e-mail addresses, web-site details, credit and/or debit card information, bank details, phone and facsimile numbers.

This Business and Personal Information may be obtained in many ways including meetings, interviews, correspondence, by telephone and facsimile, by e-mail, via our website at www.microdotaustralia.com.au, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Business and/or Personal Information for the primary purpose of providing our products and services to you, providing information to our clients and marketing. We may also use your Business and/or Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing or via e-mail.

When we collect Business and/or Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Business and/or Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Business and/or Personal Information

Your Business and/or Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Business and/or Personal Information

Your Business and/or Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Business and/or Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Business and/or Personal Information. However, some of the Business and/or Personal Information is or may be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Business and/or Personal Information

You may access the Business and/or Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Business and/or Personal Information, please contact us in writing or via e-mail.

MicroDOT Pty Ltd will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Business and/or Personal Information.

In order to protect your Business and/or Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Business and/or Personal Information

It is an important to us that your Business and/or Personal Information is up to date. We will take reasonable steps to make sure that your Business and/or Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality products and services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

E-mail info@microdotaustralia.com.au

Web https://www.microdotaustralia.com.au

Phone **+61-1300-411-144**