

# Privacy Policy

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## 1. Privacy

We are committed to protecting your personal information and letting you know the type of information we collect and how this information is used. Our Policy is based on the National Principles for the Fair Handling of Personal Information, developed by the Australian Federal Privacy Commissioner.

ADWEB PTY LTD trading as Intranet DASHBOARD (ADWEB) intend to comply with any guidelines or laws introduced in Australia to strengthen protections for your privacy.

## 2. Information Collection

The amount of information we collect about you depends on your use of our service. The only personal information we collect is what you tell us about yourself, for instance through competitions, surveys and newsletter registrations.

We will only use your personal information for research or to improve our site and the services we offer you. We analyze the data for certain trends and statistics, such as which parts of our site users are visiting and how long they spend there. This information is compiled and analyzed on an aggregated basis.

We also use your personal information to notify you of updates to the website via email or our newsletter (if you have subscribed to one of our services). Please contact us if you no longer wish to receive emails or newsletters from us.

## 3. Information Disclosure

ADWEB will not use or disclose any information about you without your consent unless legally required to do so or if we consider it necessary to:

- protect the rights or property of ADWEB, any user of ADWEB or any member of the public; or
- Lessen or prevent a serious threat to a person's life, health or safety.
- ADWEB will seek to take all reasonable steps to keep any information we hold about you secure, accurate and up to date. Your information is stored on secure servers that are protected in controlled facilities.

ADWEB will take all reasonable steps to ensure that our employees and contractors respect the confidentiality of any personal information held by ADWEB. You should notify us immediately if there is any unauthorised use of your account or any other breach of security. However, ADWEB does not accept responsibility for any consequences of the unauthorised access to your information.

#### 4. Privacy Tips

You should always close your session upon leaving the website, especially if you share a computer with someone else or are using a computer in a public place to ensure that others cannot access your personal information and correspondence. You are responsible for the security of and access to your own computer.

Please be aware that personal information that you disclose in publicly accessible online forums, such as through email or chat sites, can be collected and used by others.

To the extent that you disclose information on the Internet to parties other than ADWEB, different rules may apply to the use and disclosure of your personal information. Since we do not control the privacy policies of third parties, you are subject to their privacy customs and policies. We encourage you to ask questions before you disclose your personal information to others.

#### 5. Questions

Our customers are very valuable to us. If you have an inquiry relating to privacy, please email us at [jirasupport@adwebsoftware.com](mailto:jirasupport@adwebsoftware.com). If you have any problems with our website or a general problem or complaint, please contact us. We take these issues seriously and will endeavour to address your concerns in the shortest possible time.