

PRIVACY POLICY

1. General

- 1.1. Servers Australia Pty Ltd ("**Servers**", "**us**", "**we**", "**our**") respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors in accordance with law. We adhere to the Australian Privacy Principles (**APPs**) contained in the *Privacy Act* 1988 (Cth) as amended by the *Privacy Amendment (Enhancing Privacy Protection) Act* 2012. This policy sets out how we collect and treat your personal information. This policy does not cover personal information collected or held by us about its employees.
- 1.2. "Personal information" is information we hold which is identifiable or reasonably identifiable as being about you. Under the APPs, "sensitive information" is personal information about you that may include information about your racial or ethnic origin, political opinions, religious or philosophical beliefs, membership of a trade union or professional association, sexual orientation, criminal record, or health information. We are unlikely to collect sensitive information about you, but if we do we will only collect it as required by law or with your explicit consent.

2. Collection of personal information

- 2.1 Servers will, from time to time, receive and store personal information you entered onto our website, provided to us directly or gave to us in other forms.
- 2.2 You may provide basic information such as your name, phone number, address and email address to enable us to identify you and to send you information, provide updates and process your product or service order. We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, when you change your content or email preference, respond to surveys and/or promotions, provide financial or credit card information, or communicate with our customer support. We collect the following types of personal information:
 - Identity information: name, date of birth, government identifiers
 - Contact information: phone number, email address, postal address.
 - Account information: services provided, hardware provided, account preferences, billing records..
 - Financial information: payment details, any information supplied as part of any guarantee or guarantee & indemnity or other security given by you.
 - Communications: records of your communications with us by any means.
 - Technical information: relating to the Services that we provide to you.
- 2.3 Additionally, we may also collect any other information you provide while interacting with us.

3. How we collect your personal information

- 3.1 Servers collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we provide our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

4. Use of your personal information

- 4.1 Servers may use personal information to;
- provide you with information, updates and our services;
 - answer your enquiries and deliver customer service;
 - manage and resolve complaints and legal issues;
 - process transactions and manage your account
 - comply with legal and regulatory obligations;
 - conduct research and analysis to improve our services.
 - make you aware of new and additional products, services and opportunities available to you.
 - improve our products and services and better understand your needs.
- 4.2 Servers may contact you by a variety of measures including, but not limited to telephone, email, sms or mail.

5. Website

When you visit our website

- 5.1 When you come to our website (www.serversaustralia.com.au) we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

Cookies

- 5.2 We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our website. Our website may from time to time use cookies to analyses website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google Adwords. These ads may appear on this website or other websites you visit.

Third party sites

- 5.3 Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that

Servers Australia Pty Ltd is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

6. Disclosure of your personal information

- 6.1 We will not sell or trade your personal information to third parties without your express consent, except as set out in this policy or as required by law.
- 6.2 We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this Policy. Personal information is only supplied to a third party when it is required for the delivery of our services.
- 6.3 We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.
- 6.4 We may also use your personal information to protect the copyright, trademarks, legal rights, property or safety of Servers Australia Pty Ltd, www.serversaustralia.com.au, its customers or third parties.
- 6.5 Information that we collect may from time to time be stored, processed in or transferred between parties located in countries outside of Australia.
- 6.6 If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser under an agreement to maintain confidentiality. We would seek to only disclose information in good faith and where required by any of the above circumstances.
- 6.7 By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. When we disclose your personal information to third parties, we take reasonable steps that the third party follows this Policy regarding handling your personal information.

7. Security of your personal information

- 7.1 Servers is committed to ensuring that your personal information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.
- 7.2 The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

8. Access to your personal information

- 8.1 You may request details of personal information that we hold about you in accordance with the provisions of the **Privacy Act** 1988 (Cth). A small administrative fee may be payable for the provision of information. If you would like a copy of your personal information or believe that any of your personal information is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at billing@serversaustralia.com.au.
- 8.2 We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act.

9. Notifiable Data Breaches under the Privacy Act

- 9.1 If we become aware of an eligible data breach under Part IIIC of the Privacy Act that is likely to result in serious harm to any individual whose information is involved, we will notify them and the Office of the Australian Information Commissioner as soon as practicable.

10. Complaints about privacy

- 10.1 If you have any complaints about our privacy practices, please feel free to send in details of your complaints to The Privacy Officer, PO Box 3187, Tuggerah, New South Wales, 2259.
- 10.2 We will acknowledge your complaint and respond in writing within 30 days. If you are not satisfied with our response, you may lodge a complaint with the Office of the Australian Information Commissioner at www.oaic.gov.au.

11. Changes to Privacy Policy

- 11.1 We may modify this Policy at any time, in our sole discretion and all modifications will be compliant with law and will be effective immediately upon our posting of the modifications on our website or notice board.