



/ SOMETHING BEGINNING WITH

/ PRIVACY POLICY

Something Beginning With understands that privacy is important to you. We are committed to complying with the National Privacy Principles (NPPs), which are contained in the Privacy Act 1988 (Privacy Act). Since 21 December 2001, the NPPs have governed how private sector organisations handle "personal information" (which is essentially information or an opinion which can identify you).

As part of the normal operation of our services, we may collect, use, and in some cases disclose, your personal information.

This Privacy Policy governs the way we collect, use, and disclose such personal information, in conformity with the Privacy Act.

By using this Site, you are deemed to consent to our collection, use and disclosure of your personal information in the manner prescribed in this Privacy Policy.

1. What Personal Information Does Something Beginning With Collect?

Something Beginning With will not collect personal information unless it is necessary for one or more of our functions and activities. Therefore, when you:

- i. Place an order - we may request your delivery and financial details, which is necessary for us to deliver your order.
- ii. Make a request or inquiry - we may request your contact details, which is necessary for us to respond to your request or inquiry.

However, you can use this Site without telling us who you are. We only collect personal information when you choose to tell us directly.

2. How Does Something Beginning With Use Personal Information?

We need to collect personal information so that we can provide our products and services, and conduct our business. When you submit your personal information to us, we only use it for the purpose for which it is submitted.

For example, when you submit your personal information through the "Contact Us" feature, staff may use the information to contact you with regard to your inquiry. The information is not used for any other purpose.



/ SOMETHING BEGINNING WITH

3. Will Your Personal Information be Given to Anyone Else?

Something Beginning With does not sell, rent or trade your personal information to or with third parties. Apart from when you have consented, your personal information may only be disclosed outside of Something Beginning With in the circumstances described below:

(a) Disclosures to external service providers

Something Beginning With may disclose personal information to external service providers who help us operate our business. If Something Beginning With engages external service providers, Something Beginning With takes steps to ensure that those external service providers:

- i. comply with the NPPs when they handle personal information about you (regardless of whether they are a small business, and would otherwise be exempt from the new privacy laws); and
- ii. are authorised only to use personal information for the purposes specified in our agreement.

(b) Disclosures required or permitted by law

Otherwise, Something Beginning With will only disclose personal information if this is required by law or permitted under the Privacy Act.

4. Security of Personal Information

Something Beginning With takes reasonable steps to ensure the security of your personal information. While no data transmission over the Internet can be guaranteed to be totally secure, we regularly review and update our security measures in light of current technologies. We take all reasonable steps to ensure your personal information is not lost, accessed, modified, or disclosed without authorisation. In the event however that Something Beginning With loses, discloses or modifies personal information, or leaves personal information accessible to third parties, Something Beginning With will not be held liable for any loss or damage howsoever caused from those actions. To the extent possible at law, the Client releases and discharges Something Beginning With from any claim for damage or loss arising from the loss, disclosure or modification of personal information or the leaving of it accessible to third parties.

In addition, all Something Beginning With employees are required, as a condition of employment, to treat personal information held by Something Beginning With as confidential.

When we no longer need your personal information for any authorised purpose, Something Beginning With will take all reasonable steps to destroy or de-identify such information.

5. Access and Correction

Under the Privacy Act, you have the right to seek access to your personal information handled by Something Beginning With. You also have the right to ask us to update or correct your personal information when it is inaccurate, incomplete or out of date.



/ SOMETHING BEGINNING WITH

If you wish to access the personal information that Something Beginning With hold about you, please set out your request in writing, and forward this to our Privacy Officer, using our contact details.

To provide you with access to your personal information held by us on our current records, Something Beginning With can provide you with a copy of the relevant personal information (ordinarily, an electronic print-out or a photocopy). Something Beginning With will not charge you for the cost of providing this type of access to these current records.

If you are of the view that personal information about you is inaccurate or out of date, or if you have any other queries about access and correction, please contact our Privacy Officer.

6. Online Privacy Issues

Like most website providers, we generate statistics about how many people visit our site and what they look at. We use web logs and cookies to do this. This enables us to keep our site relevant and useful. However, generally this information will not identify you.

Most web browsers are set by default to accept cookies. However, if you do not wish to receive cookies you may set your browser to either prompt or refuse cookies.

Sometimes our website contains links to other websites, for your convenience and information. When you access a website other than www.somethingbeginningwith.com.au, please understand that Something Beginning With is not responsible for the privacy practices of that site. We suggest that you review the privacy policies of each site you visit.

7. Additional Privacy Information and How to Contact Something Beginning With

The Something Beginning With Privacy Policy may change from time to time. The Something Beginning With Privacy Policy is made available to anyone who requests it by use of our website.

If you have any questions or comments about the Something Beginning With Privacy Policy, or if you wish to make a complaint about how Something Beginning With have handled personal information about you, please contact us.

For further information about privacy issues and the protection of privacy visit the Australian Federal Privacy Commissioner's website at <http://www.privacy.gov.au>.