

GO Shelving – Privacy Policy

Condensed Privacy Policy

Scope

This document applies to the personal information collected by GO Shelving and sets out how we safeguard your privacy.

Privacy Policy

GO Shelving recognizes the importance of protecting your privacy. We are committed to ensuring the continued integrity and security of the personal information you entrust to us.

We appreciate that the success of our business is largely dependent upon a relationship of trust being established and maintained with past, current and prospective customers and other individuals with whom we conduct business. We will therefore continue to collect and manage your personal information with a high degree of diligence and care.

Our aim is to comply at all times with the privacy laws (incorporating the National Privacy Principles) that apply to us. If you have a comment, query or complaint regarding a privacy matter, we encourage you to discuss it with us.

Collection

We collect personal information directly from you.

In some cases we may also need to collect sensitive information from you (such as health related information). We are required to know this information to ensure that there are no conflicts with the use of the laser.

We use cookies so that it is easier for you to use our website. Cookies store information about your preferences, enabling you to take full advantage of our services. We also use cookies so that we can determine which parts of our website are visited most often, or whether you visited our site from another party's website. Sometimes cookies are used by a third party service provider who we have an agreement with to monitor the success of our marketing campaigns.

Use and disclosure of personal information

We use your personal information to provide you our services and to perform our regular and necessary business functions.

We do not sell your personal information to outside companies.

Accessing your personal information and opting out of marketing

In most cases you can access the personal information we hold about you, and you can ask us to correct the personal information we hold about you.

You can opt out of receiving marketing material from us at any time.

How to contact us

If you have any questions about this document, what personal information we may hold in relation to you or wish to make a complaint regarding the treatment of your personal information by us you should contact us.

Privacy Policy

This Privacy Policy contains important information about your personal information.

1. About this policy;
2. Privacy policy;
3. Collection;
4. Use and disclosure;
5. Access and correction;
6. Opting out of product promotions;
7. Storage and security of your personal information;
8. Our website and the use of cookies;
9. Changes to this document;
10. Privacy concerns or complaints;
11. Contacting us;
12. Further information about privacy



About this policy

This document sets out how GO Shelving safeguards your privacy.

This document has been developed to follow a 'layered' format which means that it offers layers of detail. You can therefore read as much or as little as you like and can find what you need quicker.

If all you want is a snapshot of how we handle your personal information, you can look at our Condensed Privacy Information which sets out in summary how we collect, use and disclose your personal information, and how you can contact us if you want to access or correct your personal information.

If you would like a more comprehensive explanation of how we handle your personal information, then this document will provide you with that detail.

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Our aim is to comply at all times with the privacy laws (incorporating the National Privacy Principles) that apply to us. If you have a comment, query or complaint regarding a privacy matter, we encourage you to discuss it with us.

Collection

We collect personal information directly from you.

We collect personal information that includes details such as your:

- Name;
- Address;
- Contact details (such as phone numbers and email addresses); and
- Basic health details

In some cases we may need to collect sensitive information from you (such as health related information). In these circumstances we will ask you for your consent to collect that information if the National Privacy Principles require that we do so.

When you visit our website, either we or our service provider will record information (such as your computers IP address and top level domain name, the type of browser you are using, the date, time and pages accessed) in relation to your visit for statistical purposes. This information is collected as aggregated data and the user remains anonymous. We do not attempt to identify users of our websites except where we specifically ask for your personal information.

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Use and disclosure

We use your personal information in order to:-

- Provide you with our products and services;
- Assist you with your queries or concerns;
- Perform our regular and necessary business functions.

To do this, we may disclose your personal information to organizations that carry our functions on our behalf. This may include for example, mailing and printing houses, information technology service providers, and professional advisers. Our agreements with these entities ensure this information is only use to carry out functions on our behalf.

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Access and correction

In most cases you will be able to gain access to personal information about you held by us.

We will take reasonable steps to amend or correct your personal information to keep it accurate and up-to-date. Please contact us if you would like to access or request a correction of your personal information (see 'Contacting us' below).

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Opting out of product promotions

You can opt out of receiving marketing material from us at any time.

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Storage and security of your personal information

We will take reasonable steps to keep the personal information that we hold about you secure to ensure that it is protected from loss, unauthorized access, use, modification or disclosure.

Your personal information is stored within secure systems. Our employees are obliged to respect the confidentiality of any personal information held by us.

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Our website and use of cookies

We use our best efforts to ensure that information received via our websites remains secured within our systems. We are regularly reviewing developments in online security, however users should be aware that there are inherent risks in transmitting information across the internet.

We use cookies on our website. Cookies can make using our websites easier by storing information about your preferences enabling you to take full advantage of our services. Cookies are very small text files that a website can transfer to your computers hard drive for record keeping.

We may also use cookies so that we can determine which parts of our website are visited most often, or whether you visited our site from a banner advertisement on another party's website.

Sometimes cookies are used by a third party service provider who we have an agreement with to monitor the success of our marketing campaigns. The third party service provider uses the cookies to collect information such as when you visited our site, your browser type and the server that your computer is logged into.

The information is used in an aggregate form and generally no personal information is collected by the third party services provider. Our agreements with these third parties ensure this information is only used to carry out functions on our behalf, and if any personal information is collected the confidentiality of that information is maintained.

Most internet web browsers are pre-set to accept cookies to enable full use of websites that employ them. However, if you do not wish to receive any cookies you may configure your browser to reject them or receive a warning when cookies are being use. In some instances, this may mean that you will not be able to use some of the services provided on our website. However, you may still be able to access information only pages.

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Changes to this Policy

From time to time, it may be necessary for us to review our Privacy Policy and the information contained in this document. We reserve the right to amend our Privacy Policy and the information contained in this document at any time and to notify you by posting an updated version on our website.

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Privacy concerns or complaints

If you have concerns or wish to make a complaint regarding the treatment of your personal information by us, please contact us (see below – 'Contacting us').

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Contacting us

If you have any questions about our Privacy Policy, what personal information we may hold in relation to you, or about the way we manage your personal information you can contact us as follows:-

GO Shelving
6 Transport Ave,
Netley SA 5037
TEL: 08 352 5000
Email: info@goshelving.com.au

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Further information about privacy

You can find more information about privacy (including information about specific issues, answers to frequently asked questions and links to the 10 National Privacy Principles) on the Office of the Privacy Commissioner's website at www.oaic.gov.au.