

## THE SCRIBE NETWORK – PRIVACY POLICY

This Privacy Policy sets out our commitment to protecting the privacy of personal information provided to us, or otherwise collected by us, offline or online, including through our website (**Site**). In this Privacy Policy **we, us or our** means The Scribe Network, a business registered under Australian Business Number ('ABN') 34 578 157 631.

### Personal information

During your visit to our website the types of personal information we may collect about you include:

- information that you provide by filling in forms on our site which may include your name, phone number, organisation and email address
- information about your access and use of our Site, including through the use of Internet cookies, your communications with our Site, the type of browser you are using, the type of operating system you are using and the domain name of your Internet service provider
- additional personal information that you provide to us, directly or indirectly, through your use of our Site, associated applications, associated social media platforms and/or accounts from which you permit us to collect information
- any other personal information requested by us and/or provided by you or a third party. We may collect these types of personal information directly from you or from third parties.

### Collection and use of personal information

We may collect, hold, use and disclose personal information for the following purposes:

- to enable you to access and use our Site, associated applications and associated social media platforms
- to contact and communicate with you
- for internal record keeping and administrative purposes
- for analytics, market research and business development, including to operate and improve our Site, associated applications and associated social media platforms
- to run competitions and/or offer additional benefits to you
- for advertising and marketing, including to send you promotional information about our products and services and information about third parties that we consider may be of interest to you
- to comply with our legal obligations and resolve any disputes that we may have; and to consider your employment application

### Disclosure of personal information to third parties

We may disclose personal information to:

- our employees, contractors and/or related entities
- our existing or potential agents or business partners

- anyone to whom our business or assets (or any part of them) are, or may (in good faith) be, transferred
- credit reporting agencies, courts, tribunals and regulatory authorities, in the event you fail to pay for goods or services we have provided to you
- courts, tribunals, regulatory authorities and law enforcement officers, as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights; [and]
- third parties, including agents or sub-contractors, who assist us in providing information, products, services or direct marketing to you
- third parties to collect and process data, such as [Google Analytics or other relevant businesses]

**Unsubscribe:** To unsubscribe from our e-mail database or opt-out of communications (including marketing communications), please contact us using the details below or opt-out using the opt-out facilities provided in the communication.

## Storage and security

We are committed to ensuring that the personal information we collect 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 the personal information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

We cannot guarantee the security of any information that is transmitted to or by us over the Internet. The transmission and exchange of information is carried out at your own risk. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that the personal information we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

## Cookies and web beacons

We may use cookies on our Site from time to time. Cookies are text files placed in your computer's browser to store your preferences. Cookies, by themselves, do not tell us your email address or other personally-identifiable information. However, they do allow third parties, such as Google and Facebook, to cause our advertisements to appear on your social media and online media feeds as part of our retargeting campaigns. If and when you choose to provide our Site with personal information, this information may be linked to the data stored in the cookie.

We may use web beacons on our Site from time to time. Web beacons (also known as Clear GIFs) are small pieces of code placed on a web page to monitor the visitor's behaviour and collect data about the visitor's viewing of a web page. For example, web beacons can be used to count the users who visit a web page or to deliver a cookie to the browser of a visitor viewing that page.

## Links to other websites

Our Site may contain links to other websites. We do not have any control over those websites and we are not responsible for the protection and privacy of any personal information which you provide whilst visiting those websites. Those websites are not governed by this Privacy Policy.

## Amendments

We may, at any time and at our discretion, vary this Privacy Policy by publishing the amended Privacy Policy on our Site. We recommend you check our Site regularly to ensure you are aware of our current Privacy Policy.

**For any questions or notices, please contact:**

The Scribe Network, ABN 34 578 157 631.

Email: [julie@scribenetwork.com.au](mailto:julie@scribenetwork.com.au)

**Last update:** 15 October 2019

Privacy Policy provided by [LegalVision.com.au](https://www.legalvision.com.au)