

Privacy Policy

By using or accessing our website you acknowledge that you have read, understand and agree to abide by the terms of this privacy policy. If you do not agree to these terms please exit the website immediately.

This policy discloses the privacy practices for Middleton Harvey Pty Ltd and the associated website available at www.middletonharvey.com.au collectively known as ("MH"). In this policy also referred to as ("us", "we" or "our").

1 Types of Information Collected

- 1.1. MH may collect three types of information about our Users; (1) Personally Identifiable Information (PI) (information that identifies the end user); (2) Proprietary and confidential information; and (3) Non-Personally Identifiable Information (NPI) (information that DOES not identify the end user).

2. Personally Identifiable Information

- 2.1. When MH collects PI it is our usual practice to collect this information directly from you such as via our 'contact us' section of the website or through our Organisation Health Check registration process. An example of P1 type information collected may include your name, postal address, telephone number, and email address.
- 2.2. PI is not collected if you only browse this website.
- 2.3. Your PI is only used for; (1) the purpose for which you give it to us; and/or (2) internal management purposes. You agree to us using your email account to send you messages regarding communication you have had with us and information about our services.
- 2.4. If you prefer not to receive promotional or other materials from us please let us know and we will respect your request.
- 2.5. MH does not release PI about you to anyone else unless one of the following applies;
 - 2.5.1. you have consented;
 - 2.5.2. it is required or authorised by law;
 - 2.5.3. it will prevent or lessen a serious and imminent threat to someone's life or health;
 - 2.5.4. you expect us to or we have told you we will;
 - 2.5.5. the disclosure is reasonably necessary for law enforcement;
 - 2.5.6. to Third Party Service Provides who perform functions on our behalf; and
 - 2.5.7. we may share your information in the case of a business sale or transfer.
- 2.6. MH may withhold access to your PI in a number of circumstances. These include where:
 - 2.6.1. providing access would pose a serious and imminent threat to the life or health of a person;
 - 2.6.2. providing access would have an unreasonable impact on the privacy of others;

- 2.6.3. the information is subject to confidentiality where the person who provided the information to us did so expressly on the condition that it remains confidential;
- 2.6.4. the request is vexatious or frivolous;
- 2.6.5. the information relates to legal proceedings between us and the information would not be required to be discovered to a court;
- 2.6.6. we are in commercial negotiations with you and the information would reveal our intentions;
- 2.6.7. providing access would be unlawful or we are required by a law to withhold access; or
- 2.6.8. providing access could prejudice the investigation or detection by our organisation or by a government body of an unlawful activity or some serious or improper misconduct.

Where MH withholds your personal information, we may instead choose to give you a summary of that information.

3 Proprietary and Confidential Information

- 3.1 MH will collect as both a part of the Organisational Health Survey and it's day to day business dealings information about businesses that is proprietary and confidential.
- 3.2 Any information collected may be viewed by MH Directors or it's employees or contractors.
- 3.3 Any discussion about a Companies information will only be had with the Company contact or Company Executive team or by mutual agreement between MH and the company.
- 3.4 All information (both electronic and hard copy) is stored appropriately.
- 3.5 MH are prepared to sign a confidentiality agreement governing the handling of information that is provided between us.

4 Non-Personally Identifiable Information

- 4.1 Our server may log details of any computer accessing the website (including IP address, operating systems and browser type) the date and time of access and the information downloaded. The system may also track the URL of the website visited prior to coming to our website and the URL of the website you visit after leaving our website. We, and/or our authorised Third Party Contractors and Advertisers may automatically collect this information using electronic tools like Cookies, Web beacons or Pixel tags.

5 Updating and Correcting your PI

- 5.1 You may change your PI at any time by sending us an email at info@middletonharvey.com.au or writing to us at Middleton Harvey Pty Ltd, Attention: Director, 62 Wallace Avenue, Murrumbeena, Victoria 3163. Please ensure you state your name, address, email and what information you would like to change.
- 5.2 At any time you may request us to remove your PI from our database by emailing us at info@middletonharvey.com.au

6 Security of Information

6.1 Your details or information provided to www.middletonharvey.com.au is secured by SSL Encryption Technology. These Secure Encryption Technologies provide you with the very best in internet safety for your peace of mind.

7 Third Party Websites

7.1 The Privacy Policy only addresses the use and disclosure of information collected from you at this website. Whilst other websites are accessible from this website it is important to note that users should take care to read the applicable company's Privacy Policy. MH is not responsible nor do we have control over the Privacy Policies of other websites.

8 Public Areas

8.1 MH may provide areas on our website where you can publicly post personal information about yourself that can be read by others. This information may be accessible by other consumers, companies and may appear on other websites or utilised in searches. Therefore this information can be read, collected and used by others. MH has no control over who reads your postings or what others may use this posted information for. Please use caution when posting any personal information on the website.

9 Privacy Act 1988

9.1 In accordance with the *Privacy Act 1988* (Cth) you have the right to request access to your Personal Information held by us. This can be done by sending us an email to info@middletonharvey.com.au or writing to us at Middleton Harvey Pty Ltd, Attention: Director, 62 Wallace Avenue, Murrumbeena, Victoria 3163.

10 Revisions

10.1 This Privacy Policy may be changed at any time by posting the revision of this Privacy Policy in the Privacy Policy section of the website. The revised Privacy Policy is effective when posted on the website. It is the user's responsibility to regularly review such policies. Continued use of the website shall indicate your acknowledgment of such changes and agreement to the terms of the revised Privacy Policy.

11 Contact Us

11.1 If you have any questions or concerns regarding our Privacy Policy contact us at; info@middletonharvey.com.au or writing to us at Middleton Harvey Pty Ltd, Attention: Director, 62 Wallace Avenue, Murrumbeena, Victoria 3163.