

MESSAGEmanager Privacy Policy

MESSAGEmanager Solutions Pty Limited is committed to complying with its obligations under the Commonwealth Privacy Act 1988 and respects your right to privacy. We collect, use, secure and disclose personal information only in accordance with the National Privacy Principles (NPPs).

This document outlines MESSAGEmanager Solutions' Privacy Policy.

1. Collection of information

MESSAGEmanager Solutions lawfully collects personal information that is necessary for our business to function. The information we collect and hold is dependent on the products and services that you purchase from us and may include:

- Information you provide us when you purchase goods or services. This information may include your name, address and contact details
- Information from publicly available sources
- Information derived from communications between us and you.

We also collect information about you when you use our website www.mmanager.com.

The use of the facilities and services available through our website will determine the amount and type of information we collect. The only personal information we collect when you use our website is what you tell us about yourself, for example, by completing an online form when you request product information, or when you send us email we will record your mail address.

We track usage patterns on our website on an anonymous aggregate basis. Your identity cannot reasonably be ascertained from this information. Each time you visit our website a web server makes a record of your visit.

Specifically, it records your:

- Internet Provider
- Date and time of your visit
- Pages accessed and the documents downloaded
- Search items entered
- Referring URLs (universal locators).

2. Information usage

MESSAGEmanager Solutions only uses the collected information for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorized or required by law. Generally we will only use and disclose your personal information:

- To establish and maintain your relationship as a customer or partner of MESSAGEmanager Solutions
- To provide the products and services you have requested from MESSAGEmanager Solutions
- To administer and manage those products and services
- To answer your inquiry
- To register you for events, promotions or seminars
- For direct marketing (this includes email, telephone and direct paper mail marketing) of products or services and to keep you informed of new developments we believe may be of interest to you.

If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further marketing communications. If at any time you receive any communication from MESSAGEmanager Solutions from which you would like to unsubscribe, please contact us and we will remove your name from our mailing list.



3. Access to your personal information

In most cases, you can gain access to the personal information that MESSAGEmanager Solutions holds about you, subject to some exceptions allowed by law.

If you would like to check or amend your contact details, please contact us. We will deal with all requests for access to personal information as quickly as possible. Requests for a large amount of information, or information which is not currently in use, may require further time before a response can be given. In some cases, consistent with the NPP, we may refuse access to your personal information. If we refuse your request, MESSAGEmanager Solutions will provide you with a reason.

4. Security

MESSAGEmanager Solutions will take all reasonable steps to keep personal information secure, accurate and up to date.

The Internet is not always a secure method of transmitting information. Accordingly, MESSAGEmanager Solutions cannot accept responsibility for the security of information you send to, or receive from us over the Internet or for any unauthorized access or use of that information.

5. Changes to this Privacy Policy

It may be necessary for us to review and revise our Privacy Policy from time to time. An amended version will be posted on our website at www.mmanager.com. We suggest that you visit our website regularly to keep up to date with any changes.

6. Contact Us

If you would like any further information, or have any queries, problems or complaints in relation to this Privacy Policy or our information handling practices in general, please contact us.

