



Offis Pty Ltd Privacy Policy

Last modified: February 19, 2019

The purpose of this Offis Privacy Policy is to disclose how Offis Pty Ltd ("Offis", "us" or "we") collects, protects and uses the personal data of its customers, users, and visitors to the offis.com.au website. Offis (ABN 70 077 283 811) is committed to ensuring that any personal data supplied or otherwise generated by our business activities through our products and services is collected and processed fairly and in accordance with appropriate data protection and privacy laws including the Privacy Act 1988 (Cth).

By providing your personal data to us, you are consenting to this Privacy Policy and the collection, use, access, transfer, storage and processing of your personal information as described in this policy.

Types of Personal Data We Collect

We collect information that may be used to personally identify you ("Personal Data") including, but not limited to the following:

1. Your usernames and passwords which provide you with access to your profile areas and to protected content and information systems;
2. Your personal information such as your name, gender, date of birth, interests, and languages;
3. Your contact information such as your contact name, mailing addresses, phone numbers, fax numbers, and email addresses;
4. Your business information such as company name, business title and associated contact information;
5. Your responses to surveys and customer feedback requests;
6. Information exchange over email correspondence, including raised issues and enquiries of all types;
7. Your credit or debit card information and billing information, including name of cardholder, company name, card number, billing address and expiry date.

Purpose for Collection and Use of Personal Data

We may use the Personal Data provided for one or more of the following purposes:

1. For the supply of any products and/or services which we may offer to you or you may require from us including text message (SMS) and email alerts;
2. For marketing, promotional and customer relationship management purposes, such as sending you updates on latest offerings and promotions in connection with our products and services;
3. For identification and verification purposes in connection with any of the services or products that may be supplied to you;
4. To contact you regarding your enquiries;
5. To disclose to a third party to comply with any law, legal requirements, orders, directions or requests from any court, authority or government body of any jurisdiction;
6. To improve on the level and type of service we provide to customers;
7. To facilitate the payment for products and services provided by us, including verification of credit card details with third parties and using the Personal Data you provide to conduct matching procedures against databases of known fraudulent transactions (maintained by us or third parties).

Except for those uses provided above, we will not knowingly or intentionally use or share the Personal Data you provide to use in ways unrelated to the aforementioned purposes without your prior consent.

How Personal Data is Collected

Offis collects Personal Data in a number of different ways, including from existing and prospective customer enquiries, orders placed by customers, marketing events or campaigns, vendors, contractors, or employment applicants.



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How Personal Data is Protected

Offis is committed to preventing unauthorised access to Personal Data, while also maintaining the accuracy and ensuring the correct use of all Personal Data collected. We have implemented appropriate physical, technical and administrative security measures to protect Personal Data. This includes the use of encryption, firewalls, security procedures and other technology to restrict access to and disclosure of Personal Data.

Data Retention

Offis will not retain your Personal Data for longer than is necessary to achieve the purposes for which it was collected.

Cookies

Offis may use cookies or similar technology to obtain information about your visits to our web site. Cookies help us provide a better user experience by measuring which web site areas are of greatest interest. Offis also uses cookies when you register for one of our web services. In this situation, a cookie will store useful information that enables our web site to remember you when you return.

If you choose to disable cookies in your browser, you can still access most of our web sites. Some web sites will not allow you to complete certain activities if cookies are disabled. We may display advertisements from third parties. Third party ad-serving companies control which ads are shown. These ad-serving companies may use cookies to collect non-personally identifiable information from you. Advertisers use this information to target the ads and measure their impact.

Accessing and Updating Personal Data

You may request to access, update, correct or delete your Personal Data held by us at any time by contacting us through the phone number or email address on your invoice, or through the contact information below. If you wish to obtain a copy of any of your Personal Data, if you believe that the Personal Data relating to you which we collect and maintain is incorrect, or if you believe that the Personal Data held by us was used beyond the scope of the purpose of use disclosed above or was acquired by fraudulent or unlawful means or provided to a third party without your prior consent, please write to us at the address below.

The Data Protection Officer
Offis Pty Ltd
55 Pyrmont Bridge Road
Pyrmont NSW Australia 2009

In order to better protect you and safeguard your information, we take steps to verify your identity before granting access or making corrections to your information.

For newsletter subscriptions or event notifications, each email has instructions on how to unsubscribe.

Policy Updates

We will post on our website at www.offis.com.au any changes to this policy with the effective date of the changed policy, so that you can be informed of the way we collect and use your Personal Data at any time you so choose. If at any point we decide to use the Personal Data you submitted under this current policy in a way that differs materially from the privacy policy that applied at the time of that submission, you will be notified and given the opportunity via the website, email or in writing to opt out or otherwise prevent such usage.