



# Privacy Policy

Paperless respects your privacy in the collection, use and management of your personal information, and is bound by the Australian Privacy Principles (APP) in the Privacy Act. This document sets out how Paperless may collect and use your information provided when you use our website. Paperless may change or update the terms of this policy from time to time. Any changes will be updated and appear on this website. We encourage you to check the terms of this policy regularly.

We are committed to ensuring that your Personal Information 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 information we collect online.

## **Personal Information**

Personal Information, which is information from which you can be identified, may include the following:

- name, address, email, telephone number, signature, date of birth, IP address, or the use of cookies to track or monitor your use of our site.

Cookies will not access information that is stored on your computer, and you may also tailor your browser settings to receive, block or delete cookies. In doing so, some functionality of our website may be affected and may impact your experience of our website.

## **Reasons for Collecting Personal Information**

We may collect your Personal Information to conduct our business and to offer and provide services in line with our functions and activities. Wherever possible Paperless will endeavour to explain the reasons for collecting your personal information, and how we plan to use it. In doing so we will obtain your consent whether express or implied at the time of collection.

As required by law, you will be given the option to use our website without identifying yourself.

We may only use the personal information provided by you for the purposes stated.

These purposes may include:

Internal record keeping, providing services to you, improving the provision of our products and services including advertising, promotion, or surveys conducted related to your engagement with us, providing information which may be of interest to you, customising this website to your needs. You can opt to unsubscribe from any mailing/marketing list at any time by making a written request, or by opting out when prompted to do so by us. We may also use your personal information in circumstances where you would reasonably expect such use or disclosure to effectively provide our services and conduct business.



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## **Third Parties**

Where possible we will collect your personal information only from you. However, from time to time we may be provided with Personal Information by third parties. Where this occurs we will take reasonable steps to inform you that such information has been provided to us.

In some circumstances we may also need to disclose or provide your Personal Information to a third party. This may include contractors, financial institutions, credit agencies, law enforcement bodies, or as otherwise required of us by law.

This policy only applies to Paperless, our website and service, Our websites may contain links to third parties, and to their websites and applications. Paperless does not guarantee or warrant the safety of those third parties. Paperless does not guarantee that those third parties comply with the standards to which we are committed under this policy.

## **Contacting Us Regarding Your Personal Information**

You are entitled to access the Personal Information stored by us. If you wish to access your Personal Information, please contact us at [CISO@paperlesswms.com.au](mailto:CISO@paperlesswms.com.au)

You are entitled to convey your privacy concerns to us and you can do so via our contact details. We hope to be able to address any concerns you may have. You can also enquire or make complaints to the Telecommunications Industry Ombudsman (TIO), or to the Office of Australian Information Commissioner (OAIC).

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