
Privacy Policy

Document Number | AP-POL-024

Revision | 0

Rev	Date	By	Description of Changes
0	Thursday, September 26, 2024	CB	First Issue

	Name	Title	Signed	Date
Approved by	Peter Bradford	Managing Director		10/08/2024

Privacy Policy

Introduction

Welcome to [Your Company Name] ("we," "our," or "us"). We are committed to protecting your personal information and your right to privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you interact with us, particularly in relation to our use of LinkedIn and our sales contacts.

Information We Collect

We may collect personal information that you provide to us, including but not limited to:

- Name
- Email address
- Phone number
- Job title and company name
- LinkedIn profile information
- Communication preferences

How We Collect Information

We collect information through various channels, including:

- Direct interactions with you
- Your use of our website
- Public information available on LinkedIn
- Information provided by third-party data providers in compliance with applicable laws

How We Use Your Information

We use your personal information for purposes including:

- Providing and improving our services
- Communicating with you about our products and services
- Managing our relationship with you
- Complying with legal obligations

Disclosure of Your Information

We may share your personal information with:

- Service providers who assist us in our business operations
- Professional advisers (e.g., lawyers, accountants)
- Government bodies or regulatory agencies as required by law

We do not sell your personal information to third parties.

International Data Transfers

If we transfer your data outside of Australia, we ensure that appropriate safeguards are in place in compliance with Australian Privacy Principles and the General Data Protection Regulation (GDPR) where applicable.

Data Security

We implement appropriate technical and organizational measures to protect your personal information against unauthorized access, alteration, disclosure, or destruction.

Your Rights

Under Australian privacy law and the GDPR (where applicable), you have rights including:

- The right to access your personal information
- The right to correct inaccurate personal information
- The right to erasure of your personal information in certain circumstances
- The right to object to or restrict processing of your personal information

Retention of Data

We retain your personal information only for as long as necessary to fulfill the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page and updating the "Last updated" date.

Contact Us

If you have any questions about this Privacy Policy, please contact us at:

Aqua Prep Pty Ltd
22 Graham Daff Boulevard
sales@aquaprep.com.au
03 9588 0361

Complaints

If you believe that we have breached the Australian Privacy Principles, you can lodge a complaint with us by contacting us using the contact information above. If you are not satisfied with our response, you can contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

This signed statement confirms our personal commitment to this Policy.

Peter Bradford
Managing Director
P: 0468 388 751
E: peter@aquaprep.com.au
W: aquaprep.com.au