

Privacy policy

Pacific Bowmen

This Privacy Policy applies to Pacific Bowmen and all of its associated entities (as that term is defined in s 9 of the *Corporations Act 2005* (Cth)). It explains how Pacific Bowmen collects and handles personal information in compliance with the *Privacy Act 1988* (Cth). If you have any questions about the application of this policy, please direct your enquiry to [pacbowmen@gmail.com].

1. How we collect your information

- 1.1. Pacific Bowmen collects Personal Information (as that term is defined in the Privacy Act) in order to deliver services to you. This policy does not cover any category of information other than Personal Information.
- 1.2. Pacific Bowmen specifically collects Personal Information relating to the Delivery of business services to you, including proposals for the Delivery of those services.
- 1.3. If you are a supplier or referrer of business to Pacific Bowmen, we will collect your Personal Information in connection with your supply of products/services or referrals to us. We will collect your Personal Information when we have contact with you, including records of the contact.
- 1.4. Personal Information which we may gather will include your name, your business or company name, relevant contact details and the position you occupy within the business.
- 1.5. We will gather Personal Information which we are required to collect by law. We may also gather Personal Information relating to your experience and expertise, interests or other activities, for the purposes of tailoring your client experience with us. (This may include Personal Information regarding you or others within your business where we come into contact with them in the course of conducting business with you.)
- 1.6. Usually, Pacific Bowmen gathers Personal Information relating to you directly from you. However, sometimes we will gather information from other parties, including our business partners.

2. How we will use and disclose your information

- 2.1. Pacific Bowmen uses your Personal Information to:
 - provide services to you or prepare proposals for the provision of services to you
 - stay in contact with you

- keep you informed of developments in the provision of services to you and in relation to other information which may be of interest to you (including services we offer)
 - for administration and management of our relationship with you, including internal and external reporting for the purposes of meeting our legal obligations
- 2.2. Pacific Bowmen will not disclose your Personal Information, other than with your consent, except:
- for the purposes of delivering requested services to you (including administration and management of our relationship with you)
 - as required or permitted by law
 - to our professional advisors and service providers under appropriate confidentiality undertakings
 - to protect the rights, property and/or health or safety of you, us or any third party (including members of the public) from any serious or imminent risk
 - where the assets or operations of Pacific Bowmen (or part of its business) are transferred to a third party as a going concern
- 2.3. From time to time, Pacific Bowmen may disclose Personal Information outside of Australia (including for the purposes of delivering requested services where our suppliers or service providers are overseas).
- 2.4. Sometimes, disclosures may be made to parties in countries which do not provide the same level of protection for your Personal Information. If this occurs, we will use reasonable endeavours to ensure that any third party holds, uses and discloses your Personal Information in a manner which complies with the Privacy Act.

3. How we market to you

- 3.1. Pacific Bowmen may contact you by mail, telephone or email in order to provide you with information about our products, services and information which may be of interest to you. If you do not wish to receive contact from us in this way, please ask to be removed from our client relationship management system by emailing [pacbowmen@gmail.com].
- 3.2. Pacific Bowmen complies with its obligations under the *Spam Act 2003* (Cth) in relation to emails and electronic marketing.
- 3.3. We use cookie technology to provide information and services to website visitors. Cookies are pieces of information that a website transfers to your computer's hard disk for record keeping purposes and are a necessary part of facilitating online transactions. Most web browsers are set to accept cookies.

4. How we store your information

- 4.1. Pacific Bowmen will use reasonable endeavours to keep your Personal Information secure and up to date. We also take reasonable steps to require third parties (who may obtain Personal Information as a result of our relationship with you) to access, use, disclose and store your information in compliance with our obligations under the Privacy Act.

5. How you can access and correct your information

- 5.1. If you would like to know what information we hold about you, you can request access to your record by contacting us at [pacbowmen@gmail.com]. You may also correct incorrect or out of date Personal Information in the same way.
- 5.2. If you would like us to delete records of your Personal Information, please let us know and we will use reasonable endeavours to comply with this request to the extent necessary to comply with our legal obligations.

Problems, questions or complaints

Please direct any problems, questions or complaints to us at [pacbowmen@gmail.com], and we will endeavour to respond to your concerns in a timely fashion. If you are dissatisfied with our response, you can escalate your concerns to the Office of the Information Commissioner.

If we change this policy

From time to time, this policy may require changes to comply with our obligations at law or to respond to the changing business environment in which we operate. If this happens, we have the right to amend this policy as we see fit and we will post a revised policy on our website.