



## **Privacy Policy**

Professional Woman's Lunches (PWL) wants visitors to this website to be aware that we are as concerned as you are about the privacy of any information that you may provide to us and we are making every attempt to ensure all our business practices that involve the use of your personal information are compliant with Australian privacy regulations.

This Privacy Policy has been developed in accordance with the Commonwealth Privacy Act 1988 (Privacy Act) and applies to the collection, storage, use and disclosure by us of your personal information and applies to information provided to us whether via this Site, our blog and/or our related apps, and demonstrates how we will comply with the Australian Privacy Principles under the Privacy Act.

Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your Personal Information.

### **What personal information do we collect?**

We collect information from you when you register on our site, place an order, subscribe to a newsletter, respond to a survey, fill out a form or enter information on our site.

If we receive personal information about you that we did not ask for, from someone other than you, and we determine that we could have collected this information from you had we asked for it, we will notify you, as soon as practicable, that we have collected your personal information. If we could not have collected this personal information, we will lawfully de-identify or destroy that personal information.

We will not collect any sensitive information from you, revealing your: race, ethnic origin, political opinions, religious or philosophical beliefs, trade union memberships or details of health or disability.

Exceptions to this include:

- a) where you have given express consent to us to do so and the information is reasonably necessary for us to carry out our functions or activities;
- b) the use of this information is required or authorised under Australian law or a court or tribunal order; or
- c) when the information is necessary for the establishment, exercise or defence of a legal claim.

We will not collect personal information unless the information is reasonably necessary for or directly related to one, or more of our functions or activities. If we are unable to collect personal information we reasonably require, we may not be able to do business with you or the organisation with which you are connected.

## **How do we use or disclose your information?**

We may use the information we collect from you when you register, make a purchase, sign up for our newsletter, respond to a survey or marketing communication, surf the website, or use certain other site features in the following ways:

- To personalise your experience as a user and allow us to deliver the type of content and product offerings in which you are most interested.
- To improve our website in order to better serve you.
- To allow us to better service you in responding to your customer service requests.
- To administer a contest, promotion, survey or other site feature.
- To send periodic emails regarding your order or other products and services.

We will not disclose your personal information to any third party other than as set out in this Privacy Policy. In order to deliver our services that we provide to you, we may disclose your personal information to third party organisations, only in relation to providing our services to you. We take reasonable steps to ensure that these organisations are bound by privacy obligations in relation to the protection of your personal information. These organisations include, but are not limited to:

- d) Our contractors and service providers who assist us in the operation of our business;
- e) Our partners, related bodies corporate and third party suppliers; and
- f) Government bodies or other agencies as required by law.
- g) Disclosure of Information Overseas; we may transfer your personal information overseas as our records may be held outside of Australia.

## **How do we protect visitor information?**

We will use all reasonable endeavours to keep your personal information in a secure environment, however, this security cannot be guaranteed. If you reasonably believe that there has been unauthorised use or disclosure of your personal information, please contact us (see below).

If we no longer need your personal information, unless we are required under Australian law or a court or tribunal order to retain it, we will take reasonable steps to destroy or de-identify it.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive/credit information you supply is encrypted via Secure Socket Layer (SSL) technology.

We implement a variety of security measures when a user places an order entry, submits, or accesses their information to maintain the safety of your personal information.

All transactions are processed through a gateway provider and are not stored or



processed on our servers.

We do not use vulnerability scanning and/or scanning to PCI standards.

We use regular Malware Scanning.

### **'Cookies'**

When you visit our Site the server may attach a "cookie" to your computer's memory. A "cookie" assists us to store information on how visitors to the Site use it and the pages that may be of most interest. This information may be used to make assumptions about who uses your computer and to provide users of your computer with information that we think may interest the users of your computer.

For instance, we use cookies to help us remember and process the items in your shopping cart. They are also used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. This information is not linked to any personal information you may provide and cannot be used to identify you.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser (like Internet Explorer) settings. Each browser is a little different, so look at your browser's Help menu to learn the correct way to modify your cookies.

You should be able to configure your computer so that it disables "cookies" or does not accept them. If you disable cookies, some features will be disabled resulting in some of our services not functioning properly. For example

- Users cannot login to their profile;
- Shopping cart may not work correctly;
- Event registration will not work correctly.

You are still able to place orders over the telephone.

### **Accuracy of your information**

All reasonable steps are taken by us to ensure that your personal information held by us is accurate, up-to-date, complete, relevant and not misleading. If you believe that any of your personal information is inaccurate, not up-to-date, incomplete, irrelevant or misleading, please contact us (see below) and we will take all reasonable steps to correct it within a reasonable time.



### **Third Party Disclosure**

We will only collect, store, use or disclose your personal information as set out in this Privacy Policy unless we are required to do so by law.

### **Direct marketing**

You can, at any time, opt out of receiving marketing material by contacting us. You agree and acknowledge that even if you opt out of receiving marketing material, we will still send you essential information that we are legally required to send you relating to the services we provide. Once you opt out of receiving marketing material from us, you agree and acknowledge that this removal from our distribution lists may take several business days after the date of your request to be removed.

### **Third party links**

We do not include or offer third party products or services on our website.

### **Google**

Google's advertising requirements can be summed up by Google's Advertising Principles. They are put in place to provide a positive experience for users. <https://support.google.com/adwordspolicy/answer/1316548?hl=en>

We have not enabled Google AdSense on our site but we may do so in the future.

### **Access to information we hold about you**

If you request access to the personal information we hold about you, we will respond to your request within a reasonable period of time and, where reasonable and practicable, to give access to the information in the manner you request. This will be subject to any exemptions allowed under the Privacy Act. You may request this information by writing to:

www.professionalwomenslunches.com  
PO Box 1501  
Collingwood, VIC 3066  
Australia

Or sending an email to [kistin@professionalwomenslunches.com](mailto:kistin@professionalwomenslunches.com).

### **Your consent**

By providing us with your personal information you consent to the collection, storage, use and disclosure of your personal information in accordance with this Privacy Policy and as otherwise permitted under the Privacy Act, including transfer overseas.

### **Variation and consent to variation**

We may at any time vary the terms of this Privacy Policy. You should check this Privacy Policy regularly so that you are aware of any variations made to this Privacy Policy. You will be deemed to have consented to such variations by your continued use of the Site or our products and services following such changes being made.



## **Contacting Us**

If there are any questions regarding this privacy policy you may contact us using the information below. You have the option to either not identify yourself or to use a pseudonym when you contact us unless it is impracticable for us to communicate with you in that manner or unless we are required or authorised under Australian law, or a court or tribunal order, to deal with individuals who have identified themselves.

[www.professionalwomenslunches.com](http://www.professionalwomenslunches.com)  
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