

Privacy Statement & Policy

Jeanette Cremor (JC) respects the privacy of all my customers and business contacts, and is committed to safeguarding the personal information which you provide me. Also, Jeanette Cremor is subject to the requirements of the National Privacy Principles which are contained in the Privacy Act 1988 (the Privacy Act).

I will update this document from time to time. You can find the most current version on my website or obtain a copy from my Privacy Officer by emailing support@jeanettecremor.com.au

What personal information does Jeanette Cremor collect and why?

The types of personal information I collect will vary depending on your enquiries and our engagement:

- your name, email, mobile, postal address and other contact details;
- commercial details for invoices and payment processing; and
- business and project information to fulfil engagement deliverables.

Unless you tell me otherwise, Jeanette Cremor may use personal information for marketing and research purposes. You can let me know at any time if you no longer wish to receive marketing material. Please note that I may still need to use your personal information to provide you with the services you have requested from me.

How is personal information used and disclosed?

Jeanette Cremor use of your personal information may include:

- to process and administer enquires;
- to provide you with the services you have requested from me;
- to contact you if there is a change to our engagement;
- to enhance your experience when using my website and social media platforms;
- to notify you about new products, services or promotions from time to time; and
- disclosure to third party contractors and service providers who help me operate my computer systems and provide me with fraud prevention services.

Where Jeanette Cremor makes such disclosures, I take reasonable steps to require these organisations to comply with the National Privacy Principles. Otherwise, Jeanette Cremor will only disclose personal information if required by law, permitted under the Privacy Act or where I have your consent to do so.

Security of personal information

Jeanette Cremor protects the personal information she collects in a secure database. In storing your information, I have taken a number of steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure.

Jeanette Cremor employees are required, as a condition of their employment, to treat personal information held by Jeanette Cremor as confidential, and to maintain the confidentiality of that personal information.



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Additionally, I take reasonable steps to destroy or permanently de-identify personal information when I no longer need it.

Access and correction

Under the Privacy Act, you have a right to seek access to information which Jeanette Cremor holds about you. You also have the right to ask us to correct information about you which is inaccurate, incomplete or out of date.

Online privacy issues

Generally, Jeanette Cremor will handle personal information collected online consistently with the way that she handles personal information collected offline. Other matters specific to Jeanette Cremor handling of personal information online are set out below.

- A. Cookies for tracking the statistics of our website. This allows me to better understand my users and improve the layout and functionality of my website. This tracking is conducted in such a way to ensure the anonymity of visitors.
- B. Social Media. My website and mobile site may contain links to online forums. Think carefully before you post or publish any personal information in these forums as it will be publicly available.
- C. Links to other websites. Sometimes my website contains links to third party websites, for your convenience and information. When you access a non-Jeanette Cremor website, please understand that Jeanette Cremor is not responsible for the privacy practices of that site. I suggest that you review the privacy policies of each site you visit.

Last updated 22 October 2017

