

**AUSSIE SPICES ONLINE**

**WEBSITE PRIVACY POLICY**

This Policy applies to all your dealings with us, whether in person, or via telephone, email, correspondence or our website.

The purpose of this Policy is to:

- Give you a better and more complete understanding of the kinds of personal information we collect and hold;
- Clearly and concisely communicate how and when we collect, disclose, use, store and otherwise handle personal information;
- Inform you about the purposes for which we collect, hold, use and disclose personal information;
- Provide you with information about how you may access your personal information, and seek correction of your personal information;
- Provide you with information about how you may make a complaint, and how we will deal with any such complaint;
- Advise you of the circumstances in which we are likely to disclose personal information to overseas recipients; and
- Enhance the transparency of our operations.

**What information do we collect?**

We collect information from you when you use our online ordering process.

When registering on our site you will be asked to provide your name, email address, payment details and other information as required to complete the order.

**What do we use your information for?**

Any of the information we collect from you may be used in one of the following ways:

- To process payment transactions – your information will not be sold, exchanged, transferred or given to any other company or organisation for any reason whatsoever, without your consent.
- To send periodic emails including payment notifications and receipts – the email address that you provide may be used to send you payment notifications and occasional business news/updates.

**How do we protect your information?**

Any information you provide to us is stored and held under generally accepted standards of technology and operational security in order to protect your personally identifiable information from loss, misuse, alteration, or destruction. Only authorised personnel are provided access to personally identifiable information and these personnel are required to treat this information as confidential.

Despite these precautions, we cannot guarantee absolutely that any and all unauthorised access to your personally identifiable information will be prevented.

#### **Your access to the information we hold**

If you would like to access, correct, update or de-activate any information you have submitted, please send a request to [info@aussiespices.com](mailto:info@aussiespices.com). We will modify or de-activate any information that could be used to identify you as soon as practicable after your request, unless we are required or authorised by law not to do so. Once de-activated your data will not be accessible, however, due to system backups to various types of data storage media, your data may in some circumstances remain on these types of data storage media.

#### **Your participation on our websites**

By using our websites, you consent to the collection, use, and storage of your information by us in the manner described in this Privacy Policy and elsewhere on our websites. We reserve the right to make changes to our Privacy Policy from time to time.

#### **Do we disclose any information to outside/third parties?**

We do not sell, trade or otherwise transfer to outside/third parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website and conducting our business, so long as those parties agree to keep this information confidential.

We may also release your information when we believe that a release is appropriate to comply with the law, enforce our site policies or protect ours or others rights, property or safety.

#### **Your Consent**

By using our website you are consenting to our **privacy policy**.

#### **Contacting Us**

If there are any questions regarding this privacy policy you may contact us using the information below:

Phone: 07 4124 5708

Email: [info@aussiespices.com](mailto:info@aussiespices.com)

Post: 6 / 59 Islander Road, Pialba QLD 4655