



## Privacy Policy

### POLICY STATEMENT:

Rockingham Pest Control respects and upholds individual's rights to privacy protection under the National Privacy Principles contained in the *Privacy Amendment (Private Sector) Act 2000 (Comm)*.

All information held by Rockingham Pest Control (in hardcopy or electronically) will be maintained in a safe, confidential and private manner.

### HOW YOUR PERSONAL INFORMATION IS HELD:

Your personal information is held in client files and/or a computer database.

Rockingham Pest Control is committed to ensuring that we take reasonable steps to ensure that the personal information that we hold is protected from misuse and loss and from unauthorised access, modification and disclosure. Some of the measures that we have adopted are having facilities for the secure storage of personal information, having secure offices and access controls for our computer systems.

We will also take reasonable steps to destroy or permanently de-identify personal information that we no longer need for any purpose for which may be used or disclosed under the National Privacy Principles.

Rockingham Pest Control stores personal information:

- contained in paper based and other hard copy documents in a dedicated secure storage area; and
- contained in databases in a secure environment; and
- Such records are only accessible by those persons who require access to the personal information for the purpose of carrying out their duties of employment.

## HOW WE USE YOUR INFORMATION:

Rockingham Pest Control uses personal information belonging to our clients:

- when internet users visit our site, book services via the site, and in connection with other activities, services, features or resources we make available on our site.
- When using functions available on our site you may be asked for, as appropriate, mailing address, phone number, and credit card or PayPal details.
- Rockingham Pest Control will collect personal identification information from site users only if they voluntarily submit such information to us and may refuse to supply personally identification information, except that it may prevent them from successfully completing a booking or payment transaction
- for internal administrative requirements;
- to provide data in both an identified and de-identified form to State Government agencies in compliance with legislative requirements as may be required from time to time;
- where legally required to do so, such as producing records to court

Rockingham Pest Control will not disclose personal information about clients to any person except on a confidential basis to agents that are used in the ordinary operation of its business.

Rockingham Pest Control will not sell, trade, or otherwise share your personal information with any third party.

Rockingham Pest Control will destroy or de-identify personal information after its legal obligations to retain the information have expired.

## COLLECTION OF YOUR PERSONAL INFORMATION

Rockingham Pest Control may collect non-personal identification information about visitors to our site. Non-personal identification information may include the browser name, the type of computer and technical information about the users' means of connection to our site, such as the operating system and the Internet service providers' utilised and other similar information.

Our Site may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

## THIRD PARTY WEBSITES

Users may find advertising or other content on our Site that link to the sites and services of our partners, suppliers, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site.

Any such sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

## ACCEPTANCE OF AND CHANGES TO THIS POLICY

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

Rockingham Pest Control has the discretion to update this privacy policy at any time. When we do, we will send you an email. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

## REFERENCES:

- *Privacy Amendment (Private Sector) Act 2000 (Comm)*