

PRIVACY POLICY

This privacy policy sets out how the [Donnybrook Balingup Chamber of Commerce & Industry](#) uses and protects any information that you provide when you use this website or by any other contact method.

The [Donnybrook Balingup Chamber of Commerce & Industry](#) is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this privacy statement.

What information do we collect?

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

When ordering or registering on our site, as appropriate, you may be asked to enter your:

- Business name,
- Business contact name,
- business e-mail address,
- business mailing address,
- business phone number,
- credit card information or payment details
- business ABN number.
- We **do not ask for or store** "Personal information" as described in the "A_Guide_to_Privacy_for_Small_Business.pdf" on the www.privacy.gov.au website such as information from which you could be personally identified unless you provide it as part of your business information.
- We **do not ask for or store** "Sensitive information" as described in the "A_Guide_to_Privacy_for_Small_Business.pdf" on the www.privacy.gov.au website such as religion, sexual preference, medical, criminal or personal beliefs. If any such information appears to be requested from our site please contact us immediately.
- Your web-browser automatically discloses, and our company's web-server automatically logs the following information: date, time, IP address from which you issued the request, the type of browser and operating system you are using, the URL of any page that referred you to the site, the URLs of the pages you requested and whether your request was successful. This data may or may not be sufficient to identify you.

Do we use cookies?

Our policy on cookies is as follows:

- A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.
- We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.
- Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.
- You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

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 transactions - your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, other than for the express purpose of delivering the purchased product or service requested.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes, or to administer a contest, promotion, survey or other website feature. We may contact you by email, phone, fax or post.
- We may use the information to customise the website according to our members' interests or to improve our products and services to you.
- We will never sell your information.
- If at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

Do we disclose any information to outside parties?

Our data disclosure rules are as follows:

- We will provide your contact information to any paid up member for marketing or promotional purposes if requested by them, in accordance with our legal obligations as set out in our constitution, but only if you have given your express permission.
- We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential.
- We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.

Third party links

At our discretion, we may include or offer third party products or services on our website. These third party sites will have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

How do we protect your information?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

After a transaction, the information you provided (contact details, payment details, ABN number, financials, etc.) may be kept on our internal systems for more than 60 days in order to continue our business relationship with you, meet our legal accounting requirements and to maintain our mailing list.

Your Consent

By using our site, you consent to our website privacy policy.

Changes to our Privacy Policy

If we decide to change our privacy policy, we will post those changes on this page.

This policy was last modified on 27/5/13.

Contacting Us

- If there are any questions regarding this privacy policy you may contact us using the information below.
- Requests for data held on file for an individual must be made in writing by that individual.
- Complaints may be lodged by phone in the first instance, note that such calls will be logged by the receiver.

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