

Welcome to Balance Interiors

Privacy Policy

Balance Interiors

1. We respect your privacy

1.1 Balance Interiors respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). This policy sets out how we collect and treat your personal information.

1.2 “Personal Information” is information we hold which is identifiable as being about you.

2. Collection of personal information

2.1 Balance Interiors will, from time to time, receive and store personal information you enter onto our website, provided to us directly or given to us in other forms.

2.2 You may provide basic information such as your name, phone number, address and email address to enable us to send information, provide updates and process your product or service order. We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, change your content or email preference, respond to surveys and/or promotions, provide financial or credit card information or communicate with our customer support.

2.3 Additionally, we may also collect any other information you provide while interacting with us.

3. How we collect your personal information

3.1 Balance Interiors collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we provide our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

4. Use of your personal information

4.1 Balance Interiors may use personal information collected by you to provide you with information, updates and our services. We may also make you aware of new and additional products, services and opportunities available to you. We may use your personal information to improve our products and services and better understand your needs.

4.2 Balance Interiors may contact you by a variety of measures including, but not limited to, telephone, email, SMS or mail.

5. Disclosure of your personal information

- 5.1 We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in the Policy. Personal information is only supplied to a third party when it is required for the delivery of our services.
- 5.2 We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant in the course of a legal proceeding or in response to a law enforcement agency request.
- 5.3 We may also use your personal information to protect the copyright, trademarks, legal rights, property or safety of Balance Interiors, www.balanceinteriors.com.au, its customers or third parties.
- 5.4 If there is a change of control in our business or a sale of transfer of business assets, we reserve the right to transfer to the extent permissible at law, our user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser under an agreement to maintain confidentiality. We would seek to only disclose information in good faith and where required by any of the above circumstances.
- 5.5 By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.

6. Security of your personal information

- 6.1 Balance Interiors is committed to ensuring that the information you provide us is secure. In order to prevent unauthorised access or disclosure, we have out in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.
- 6.2 The transmission and exchange of information is carried at your own risk. We cannot guarantee the security of any information that you transmit to us or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information will not be disclosed in a manner that is inconsistent with this Privacy Policy.

7. Access to your personal information

- 7.1 You may request details of personal information that we hold about you in accordance with the provisions of the *Privacy Act 1988* (Cth). A small administrative fee may be payable for the provision of the information. If you would like a copy of the information which we hold about you or believe that any information is inaccurate, out of date, incomplete, irrelevant or misleading, please email Monique@balanceinteriors.com.au.

7.2 We reserve the right to refuse to provide you with information that we hold about you in certain circumstances set out in the Privacy Act.

8. Complaints about privacy

8.1 If you have any complaints about our privacy practices, please feel free to send in details of your complaints to 6/126 Merrindale Drive, Croydon South, Victoria 3136. We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

9. Changes to Privacy Policy

9.1 Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website. Please check back from time to time to review our Privacy Policy.

10. Website

10.1 When you visit our website (www.balanceinteriors.com.au) we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

5 October 2018