

Protecting your privacy

At Retupmoc, we take your privacy very seriously. The *Privacy Act 1988* (Cth), the Australian Privacy Principles and this Privacy Policy set out what personal information we collect, how we hold it, use it, and who we might share it with.

Information that you specifically give us

You may provide information about yourself when you request a service. This type of information may include your name, email address and address. The information that you give us may be:

- **Personal information that is required.** In some instances, you must provide personal information if requesting a service.
- **Personal information that is optional.** You may choose to provide some personal information which is not required. For example, if you provide information about interests and uses of your computer, we may be able to provide you with specific recommendations for software and services.

Data we collect that tracks your activity

Retupmoc automatically gathers information for statistically analysis of website usage, like the numbers and frequency of visitors to the site.

This data is usually collected using 'cookies'. 'Cookies' are small files that are stored on your browser. Most of this data is aggregated, and this information is effectively anonymous.

Disclosure of personal information to third parties

Retupmoc may disclose your personal information to third parties for the following purposes:

- to provide the service you require, such as to Electricians for electrical work;
- if required by law.

Accessing your personal information

You have the right to request access to personal information that is held by Retupmoc about you.

You also have the right to request the correction of that data. Retupmoc will take reasonable steps to correct personal information to ensure it is accurate, complete and up-to-date.

Use of your personal information to contact you

We will never knowingly send you unsolicited commercial electronic messages. More information on the Spam Act 2003 is available from the regulator's website: www.acma.gov.au/spam

Protection of your personal information

Retupmoc will take all reasonable and practicable steps to ensure that your personal information is properly protected from misuse or loss, and unauthorised access, modification or disclosure.

Credit card and other financial information is never stored by Retupmoc.

Policy last updated: 11 July 2016