



# PRIVACY STATEMENT

## INTRODUCTION

iCompass Pty Ltd (iCompass) is committed to protecting your privacy. This Privacy Statement applies to the iCompass website, information contained through SMS and email, and governs data collection and usage.

iCompass will occasionally update this Privacy Statement to reflect business and customer feedback. iCompass encourages you to periodically review this Statement to be informed of how iCompass is protecting your information.

## COLLECTION OF YOUR PERSONAL INFORMATION

iCompass collects a range of personal information, such as your email address, name, home address, and telephone number to name a few. There is also information automatically collected by iCompass about your computer hardware and software. This information can include your IP address, browser type, domain name, access time and referring website address. This information is used by iCompass for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the iCompass website.

## USE OF YOUR PERSONAL INFORMATION

iCompass collects and uses your personal information to operate the iCompass website and deliver the services you have requested. iCompass also uses your personally identifiable information to inform you of other products or services available from iCompass and its affiliates. iCompass may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

iCompass does not sell, rent or lease its customer lists to third parties. iCompass may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (email, name, address, telephone number) is not transferred to the third party. In addition, iCompass may share data with trusted partners only for the purpose to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries.

## USE OF COOKIES

The iCompass website uses "cookies" to help you personalize your online experience. A cookie is a small text file that is placed on your hard drive. They do not contain any personal information about you but only about our site. The use of cookies is common and occurs automatically with most websites. It is a way to save your time in that you are recognised when you revisit the site. You can set up your browser to reject cookies but some of the functions of the site may be impaired as a result.

## LINKS

The iCompass website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over the other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Privacy Statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **SECURITY OF YOUR PERSONAL INFORMATION**

iCompass secures your personal information from unauthorized access, use or disclosure. iCompass uses a combination of in-house data storage systems and third-party hosting providers' systems (Office365, SharePoint, One Drive, Dropbox, Xero, and CLASS Super as examples) to host our data storage requirements. By providing iCompass with your personal information, you consent to that personal information being hosted on a third-party hosting server.

iCompass will only disclose your personal information, without notice, if required to do so by law or instructed to do so by a Government Department.

## **ACCESSING YOUR PERSONAL INFORMATION**

You can access and correct some of the personal information that we hold about you. If you wish to access the information we hold about you, please send a letter to our Privacy Officer at the address listed under the section titled Contact Information. A handling fee may be payable so that we can obtain the information you require.

## **CONTACT INFORMATION**

If you wish to comment on this Privacy Statement, please write to the Privacy Officer at iCompass at the address listed below.

iCompass Pty Ltd  
Attn: The Privacy Officer  
PO Box 2006  
PRESTON VIC 3072