



Privacy Policy

Introduction

This Privacy Statement applies to the *EUREKA TELECONFERENCING* website and to all business activities of EUREKA TELECONFERENCING Pty Limited (ABN 84 112 316 319) to the extent that they affect or involve the collection, use, disclosure or handling of personal information. EUREKA TELECONFERENCING understands the importance to its clients and to their customers of the discreet and confidential handling of their personal information. It is EUREKA TELECONFERENCING policy to comply with the requirements of the *Privacy Act 1988* and the *National Privacy Principles* contained in that Act in all activities of EUREKA TELECONFERENCING involving the collection, use, disclosure and handling of personal information. In this Privacy Statement, *personal information* means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion (source: *Privacy Act 1988*).

Data Security

EUREKA TELECONFERENCING prides itself on the sophistication of its data security systems, networks and procedures. In particular, all databases maintained by EUREKA TELECONFERENCING are protected by secure network links, which are complimented by firewalls, hardware and software encryption, password protection, virus protection and internal quality procedures.

Use and Disclosure

EUREKA TELECONFERENCING will not use personal information concerning an individual for a purpose other than the primary purpose for which it was collected, unless EUREKA TELECONFERENCING or its client has obtained the consent of the individual to the use of that information for a secondary use. Personal information collected and/or stored for one client is never used for or disclosed to another client or to any other third party. It is acknowledged that EUREKA TELECONFERENCING gather statistics generated by use of the EUREKA TELECONFERENCING network

Openness

On request by individuals, EUREKA TELECONFERENCING will make known to those individuals the types of personal information it holds, the purpose for which it is held and how EUREKA TELECONFERENCING collects, holds and uses that information.

Anonymity

Where practicable, EUREKA TELECONFERENCING will maintain the anonymity of an individual in a database of personal information unless the identity of the individual is necessary to perform a lawful activity.

Data Quality

EUREKA TELECONFERENCING will take all reasonable steps to ensure that personal information that it holds is accurate, complete and up-to-date.

Contacting EUREKA TELECONFERENCING

Any questions or comments concerning EUREKA TELECONFERENCING privacy policies and practices, any requests for access to an individual's personal information held by EUREKA TELECONFERENCING and any general privacy inquiries should be addressed to support@teleconferencing.com.au