

Privacy Policy

Contents:

Collection of Information	1
Use of Information	1
Third Party Sharing	1
Updating your information	2
Accessing your personal information	2
Information security	2
Grievance procedure relating to the Privacy Act	2
Copyright Information	2
External Links	2

Collection of Information:

Generally, Cinch Administration will collect personal information directly from you, and only to the extent necessary to provide a Cinch Administration product or service or to carry out our internal administrative operations. We only collect the e-mail addresses and other contact details of visitors who volunteer this information, aggregate (non personal) information on what pages consumers access or visit, information volunteered by the visitor, such as requests for additional services, information submitted via our contact forms, employment application forms and/or site registrations.

Additional Information collected through our website:

In addition, the Cinch Administration website may also collect your IP address, browser type, operating system and web pages visited for security and marketing purposes. We may use cookies and other internet technologies to manage our website and certain online products and services.

Use of Information:

The information we collect is used to improve the content of our website, to notify visitors about updates to our website and to notify visitors about new services and/or events.

Occasionally, we may use the personal information we collect from you to identify particular Cinch Administration products and services, which we believe may be of interest to you. We may then contact you to let you know about these products and services and how they may benefit you. We will generally only do this with your consent and we will always give you a choice to opt out of receiving such information in future.

Third Party Sharing:

We do not share your personal information with other organisations unless you give us your express consent, or where sharing is otherwise required or permitted by law, or where this is necessary on a temporary basis to enable our contractors to perform specific functions. You will be notified in writing when your information will be shared with our contractors and be given the opportunity to opt out of this service.

This statement discloses the privacy practices for all practices performed by Cinch Administration including but not limited to Marketing and Client Service and its website. By providing information to Cinch Administration, you consent to the collection and use of this information. Any changes to this privacy policy will be posted on this page so that you are always aware of what information we collect and how we use it. If you feel that Cinch Administration is not following its stated privacy policy, you may contact us at any time.

Updating your information:

It is inevitable that some personal information which we hold will become out of date. We will take reasonable steps to ensure that this information remains accurate and if you advise us of a change of details, we will amend our records accordingly.

Accessing your personal information:

Cinch Administration will, upon your request, and subject to applicable privacy laws, provide you with access to your personal information that is held by us.

Cinch Administration will deal with your request to provide access to your personal information in a reasonable time - usually within 14 days of receipt of your request.

Cinch Administration will not charge you for lodging such a request but we may recover from you our reasonable costs incurred in supplying you with access to this information.

Information security:

Cinch Administration is committed to keeping your trust by protecting and securing your personal information.

We employ appropriate technical, administrative and physical procedures to protect personal information from unauthorised disclosure, loss, misuse or alteration.

We limit access to personal information to individuals with a business need consistent with the reason the information was provided. We keep personal information only for as long as it is required for business purposes or by the law.

Cinch Administration protects your personal information by complying with industry best-practice standards.

Grievance procedure relating to the Privacy Act:

1. Complaint registered by an individual. This must be in writing.
2. Complaint given to Privacy Officer for assessment and investigation in consultation with the Chief Executive Officer.
3. Written response sent to individual with seven (7) days of complaint being received.
4. If our response is found to be unacceptable to the individual, we may suggest conciliation or arbitration on the matter.
5. If the individual makes a formal complaint to the Privacy Commissioner, the Chief Executive Officer is to be the respondent on behalf of Cinch Administration.

Copyright Information:

All content of this website and other Cinch Administration material including graphics, text, downloadable files, logos, icons, images and software are the property of Cinch Administration and its owners, unless otherwise specified, and are protected by Australian and international copyright laws.

Cinch Administration and its owners are solely responsible and liable for all content on this site.

Any use of this material, including the reproduction, modification, distribution, transmission, republication, display or performance of site contents is strictly prohibited without the express written consent of Cinch Administration and its owners. The content of this site is provided for informational use only and Cinch Administration does not assume responsibility for inaccuracies or errors.

External Links:

The Cinch Administration website may contain hyperlinks to client or other external websites.

Cinch Administration has no control over the information contained, displayed or collected on external websites and cannot be held responsible for their content. Visitors to external websites should consult the relevant Privacy Policies and Terms of Use found on these websites.