

# EZ Software Pty. Ltd.

ACN 113 668 910

## Privacy Policy

**EZ Software Pty Ltd** is committed to your privacy. Our relationship with you is valuable and we understand the importance you place on the privacy and security of information which personally identifies you. As part our commitment to privacy protection, we comply with the Privacy Act 1988 of Australia (Cth) (as amended) (the 'Privacy Act') and the National Privacy Principles contained in the Privacy Act. Please read the following sections to learn more about our policy and information gathering and dissemination practices.

This document sets out **EZ Software Pty Ltd** 's policy in respect of privacy and is in response to Principle 5 of the National Privacy Principles regarding 'Openness'.

**EZ Software Pty Ltd** only collects personal information that is necessary for one or more of our functions or activities as they relate to you the company or individual. We collect personal information from you to fulfil our obligation to you. Should you desire to know what information we hold, you may contact us, in writing, at the address below, or e-mail [enquiries@ezsoftware.com.au](mailto:enquiries@ezsoftware.com.au) making such a request.

Personal information collected from you will not be disclosed to a third party without your consent, unless required by law, or for the particular purposes set out below.

**EZ Software Pty Ltd** does not use or disclose personal information about you, except as set out above, unless we reasonably believe that the use or disclosure is required by law, is allowed under the Privacy Act, or is necessary to lessen or prevent a serious and imminent threat to an individual's life, health or safety; or, a serious threat to public health or public safety.

Insofar as it is reasonable and practicable to do so, we will only collect personal information about you from you.

## Data quality and Data security

**EZ Software Pty Ltd** takes reasonable steps to:

- ensure that the personal information we collect, use or disclose is accurate, complete and up-to-date; and
- protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure; and
- Destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under National Privacy Principle 2.

## Access and correction

**EZ Software Pty Ltd** will provide you with access to any personal information collected from you unless we determine that we are unable or unwilling to do so. If we are unwilling or unable to provide you with complete access, we will provide you with as

much access as we determine appropriate in the circumstances (if any) and a reason or reasons for our refusal to allow complete access.

We are committed to respecting the privacy of individuals from whom we collect personal information and allowing them access to their collected information and will only refuse access in the circumstances allowed for under the Privacy Act.

If we hold personal information about you and you are able to establish that the information is not accurate, complete and up-to-date, we will take reasonable steps to correct the information so that it is accurate, complete and up-to-date.

If we disagree with you about whether the information is accurate, complete and up-to-date, we will, at your request, take reasonable steps to allow you to associate with the information a statement claiming that the information is not accurate, complete or up-to-date.

[EZ Software Pty Ltd](#) will provide reasons for a refusal to correct personal information.

### Identifiers and Anonymity

[EZ Software Pty Ltd](#) does not use or disclose identifiers for individuals as assigned by others, including government departments, except for an individual's name and, if appropriate, an ABN (as defined in the 'A New Tax System (Australian Business Number) Act' 1999).

Wherever it is lawful and practicable, individuals have the option of not identifying themselves when entering transactions with [EZ Software Pty Ltd](#).

### Transborder data flows

[EZ Software Pty Ltd](#) will only transfer personal information about you to someone (other than our organisation or you) who is in a foreign country if it is necessary to facilitate our dealings with you and/or you consent.

### Sensitive information

[EZ Software Pty Ltd](#) does not collect sensitive information (as defined in the Privacy Act) about you unless one or more of the following apply:

- you have consented; or
- the collection is required by law; or
- the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual whom the information concerns:
  - is physically or legally incapable of giving consent to the collection; or
  - physically cannot communicate consent to the collection; or
- the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

## Contact Details

**EZ Software Pty Ltd**

**ACN 113 668 910**

P.O. Box 922

Mount Eliza, Victoria 3930

Australia

Telephone: 61 (0)409 415 886 - Email: [enquiries@ezsoftware.com.au](mailto:enquiries@ezsoftware.com.au) -

Website: [www.ezsoftware.com.au](http://www.ezsoftware.com.au)

More information about privacy in Australia can be found at [www.privacy.gov.au](http://www.privacy.gov.au).

**DISCLAIMER** **EZ Software Pty Ltd** is not responsible for the privacy policy of the Office of the Privacy Commissioner's website, nor any other website to which that website is linked.

**EZ Software Pty Ltd** reserves the right to change the content of this document without notification.