Get the Message Pty Ltd – Privacy Policy
Updated June 2014

GENERAL STATEMENT
Get the Message PL has created this privacy statement to demonstrate our commitment to the Privacy Act and protecting individuals' privacy.

THE INFORMATION WE COLLECT
Whenever it is reasonable to do so, we collect information about you directly from you. We only collect personal information about you, which is reasonably necessary to:
- provide you quality products or services
- maintain your contact details
- communicate with you in the future on behalf of Get the Message and/or our clients

WE GENERALLY HOLD PERSONAL INFORMATION RELATING TO:
- your contact details
- the products and/or services we provide or have provided to you

We may gather sensitive information about you in order to better communicate with you.

HOW THAT INFORMATION IS USED
We only use and disclose personal information about you for the purpose for which it was disclosed to us or related purposes which would reasonably be expected without your permission.

For example, we may from time to time use your personal information to provide information about products and services that we expect may be of interest to you. However, we do respect your right to ask us not to do this. We do not sell personal information to other organisations to allow them to do this.

We may disclose personal information to service providers who provide services in connection with our products and services, for example the mailing houses, distribution services, IT services.

KEEPING INFORMATION ACCURATE AND UP-TO-DATE
We take all reasonable steps to ensure that all information we hold is as accurate as is possible. You are able to contact us at any time and ask for its correction if you feel the information we have about you is inaccurate or incomplete.

KEEPING INFORMATION SECURE
We take all reasonable steps to ensure that all information we hold is as accurate as is possible. You are able to contact us at any time and ask for its correction if you feel the information we have about you is inaccurate or incomplete.

HOW YOU CAN ACCESS YOUR INFORMATION
You can contact us to request access to your information by emailing **hello@getthemessage.com.au**.

OPT-OUT

Get the Message will inform you about product enhancements, new products or events on behalf of our consultancy and/or our clients. If you do not want to receive this information, please advise us by contacting our privacy officer on 0408 659 812 or via the op-out or unsubscribe options included with the information.

DEALING WITH GET THE MESSAGE ONLINE

During a visit to browse, read or download information from Get the Message's website or those built by Get the Message on behalf of our clients, our system may log these movements. These web site logs are not personally identifiable and Get the Message makes no attempt to link them with the individuals who browse the site.

GET THE MESSAGE & COOKIES

A cookie is a small data file that contains information about a visit to a web site. This information is provided by an individual's computer the first time it visits a web server. The server records this information in a text file and stores this file on the hard drive. When that individual visits the same web site again, the server looks for the cookie and structures itself based on the information provided.

Most browsers are initially set up to accept cookies, but they can be reset to refuse all cookies or to warn you before accepting cookies. We use cookies to help us improve our service to visitors to our site and to ensure that our site stays easy to navigate and useful.

LINKS

Get the Message cannot guarantee or accept responsibility for the privacy practices or the content of websites to which we provide links.

SUMMARY

Get the Message is committed to protecting your privacy. We use the information we collect to make our services the best they can be. We do not sell, trade or rent your personal information to others. Our Privacy Policy means that you can access the information we have collected about you at any time and make any changes that you deem appropriate.