



## **Cookies & Privacy Policy**

TEMi Talent (“**We**”, “**Us**”, “**Our**” or “**TEMi**”) is committed to protecting and respecting your privacy.

This Privacy Policy governs the way TEMi collects, uses, maintains and discloses information collected from its members or users (each, you, “**Members**” or “**Users**”) of the [www.temitalent.com.au](http://www.temitalent.com.au) and/or [www.temiawards.com.au](http://www.temiawards.com.au) websites (“**Sites**”).

This privacy policy applies to the Sites and all information, products and services provided by us.

This Privacy Policy sets out the basis on which any personal information in accordance with the requirements of the *Privacy Act 1988* (Cth) (“**the Act**”), the Australian Privacy Principles contained in the Act or otherwise this policy.

### **PERSONAL INFORMATION**

We may collect personal information from our Members or Users in a variety of ways, including, but not limited to, when Members or Users visit our Sites, register on the Sites, place an order, subscribe to publications, respond to a survey, fill out a form, participate in the TEMi Awards program and in connection with other activities, services, features or resources we make available on our Sites.

Users may be asked for, as appropriate, name, job title, email address, contact details, employer or organisation name. Users may, however, visit our Sites anonymously.

We will collect personal information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain Sites related activities.

### **SENSITIVE INFORMATION**

In limited circumstances, we may also collect what the Act refers to as “sensitive information”. This would only occur with our Members or Users consent when it is necessary for us to obtain this information in the course of providing services to Members and Users, including those offered on our Sites.

Sensitive information may include information about your racial and ethnic origin, criminal record, political opinions and memberships of political parties, associations or trade unions, religious beliefs, medical records and health information, and marital status, sexual orientation or private mailing address.

### **NON-PERSONAL INFORMATION**

We may also collect non-personal information about Members or Users whenever they interact with our Sites.



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Non-personal information may include the browser name, the type of computer and technical information about Members or Users means of connection to our Sites, such as the operating system and the internet service provider utilised and other similar technical information.

### **HOW WE COLLECT PERSONAL INFORMATION**

We generally collect personal information about our Members or Users directly from the Member or User, unless it is unreasonable or impracticable for us to do so. The means by which we collect this information depends upon the nature of the Member or Users relationship with TEMi.

If we provide or have been asked to provide you with services, including those available through our Sites, we will collect personal information provided to us by the Member or User.

Where the Member or User consent to us doing so, we may also collect personal information about the Member or User from third-party sources, such as external regulatory agencies, financial institutions, or your business advisors, or from other members of the Member or Users family. In the circumstance that we have been asked to provide professional services to Users or Members where credit is to be provided, we may seek information about the Member or User from a credit reporting agency.

Alongside the above circumstances, we may also collect personal information that the Member or User provides in our forms that the Member or User fills out, such as on our Sites, and in surveys that we send to our Members or Users for research purposes.

### **HOW WE STORE YOUR PERSONAL INFORMATION**

We use industry-leading software and IT services provided by suppliers such as, but not limited to, Microsoft, Mailchimp and Amazon.

At the time of implementing this Policy, our Sites and email servers are maintained by organisations located in Melbourne, Australia.

We may also, from time to time, engage third party service providers who may be located overseas. In these circumstances, these services providers may have access to personal information we have collected from our Members or Users. These services providers may be engaged in, among other things, the provision of services to the Members or Users, the processing of payment details and the provision of support services.

We will take such steps as are reasonable in the circumstances to ensure that any overseas recipients of your personal information comply with the Act and this Policy.



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### **USE OF PERSONAL INFORMATION**

We will only use your personal information for the purpose it was provided to us. For example, we will use personal information we hold about Users or Members to provide them with services offered by TEMi, or otherwise as provided on the Sites.

In other circumstances, we may use the personal information we hold about our Members or Users to maintain contact with our Members or Users and to provide our Members or Users with information, products, events or services that our Members or Users request from us or which we feel may be of interest to our Members or Users, where our Members or Users have consented to being contacted for such purposes. If a Member or User does not wish to receive such information from us, the Member or User should contact us via [support@temitalent.com.au](mailto:support@temitalent.com.au)

### **DISCLOSURE OF PERSONAL INFORMATION**

We will only disclose our Members or Users personal information to third parties in the following limited circumstances:

1. with your express consent;
2. where we use reputable third-party service providers to assist us in the delivery of our services, so as to ensure our Members or Users receive a consistently high level of service; and
3. we may disclose your personal information to third parties when required to do so by law.

### **YOUR LEGAL RIGHTS**

Our Members or Users have the right to ask us not to use their personal information. Members or Users can exercise the right at any time by contacting us at [support@temitalent.com.au](mailto:support@temitalent.com.au) or by written correspondence to our registered business address on the Sites.

Subject to certain limitations contained in the Australian Privacy Principles, our Members or Users have the right to access a copy of any personal information we hold about the Member or User, or to request the Members or Users personal information to be updated, corrected, or, if permitted by law, deleted. Provision of access may be subject to a fee to meet our costs in providing the Member or User with access to the requested information.

If the Member or User wishes to exercise these rights, please contact us via [support@temitalent.com.au](mailto:support@temitalent.com.au)



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### **COMPLAINTS**

Please contact our Privacy Officer if you have any complaints about how we have handled your personal information. Our Privacy Officer will investigate your complaint and provide you with a response in writing as soon as practicable.

If you do not find our response satisfactory, the Member or User can take their complaint to the Office of the [Australian Information Commissioner](#).

### **SPAM**

We will not send our Members or Users 'spam' (unsolicited advertising information) without their consent. If a Member or User is receiving promotional information about TEMi and do not wish to receive this information any longer, the Member or User may remove their name from our list by visiting the websites from which the communication was sent and following the instructions on how to unsubscribe from that Site, or by contacting us at [support@temitalent.com.au](mailto:support@temitalent.com.au) to request to be removed from the specific mailing list.

### **WEB BROWSER COOKIES**

Our Sites may use "cookies" to enhance the Member or User experience. Member's or User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. The Member or User may choose to set their web browser to refuse cookies, or to alert them when cookies are being sent. If they do so, note that some parts of the Sites may not function properly.

To find out more information about cookies, including what they are, how to see what cookies have been set and how to manage and block them, please visit [www.allaboutcookies.org](http://www.allaboutcookies.org).