

# Privacy Policy

## 1. Maintaining your privacy

We understand that you are concerned with your privacy. This policy sets out what information may be collected by Australian Boutique Markets Pty Ltd T/A Sydney Boutique Markets (“us”) when you access and use our website and services, and how that information may be used or disclosed. By accessing and using our website, you:

- i. consent to our collection, use and disclosure of information relating to you in accordance with this policy, and
- ii. agree yourself to collect, use and disclose information of other users in accordance with this policy.

## 2. Collecting information

We collect information from each visitor to our website. This information includes the number of page views, which pages of our website are visited, the duration of each visit, which web browser the visitor uses, which operating system the visitor uses and the visitor’s IP address. This data is always used as aggregated, non-personal information and is collected as your computer communicates with our website server to access our website.

We also utilise “cookies” to help us provide a more customised service. Amongst other uses, these cookies allow you to use specific services on our website. A cookie does not identify you personally but it does identify your computer. You can set your browser to notify you when you receive a cookie and this will provide you with an opportunity to either accept or reject it in each instance, however rejection may prevent access to some areas of the site and limit your use of some of the Australian Boutique Markets Pty Ltd T/A Sydney Boutique Markets services.

Information which we collect relating to website traffic is collated and used in an aggregated, non-personal manner so that we can understand our users better and adapt our website and services to their needs and interests by analysing site usage. Such information may sometimes be used in a non-aggregated manner, for example users’ IP addresses may be used to assist us to isolate and resolve technical difficulties with the website.

## 3. Security and how we hold information

Information which we collect electronically is stored on secure computer servers. We may back up data on a periodic basis – such data will also be stored in an electronic format. We shall use our best endeavours to ensure the security of our website and protect your privacy, but we cannot and do not guarantee that your information will always remain private.

#### **4. Information collected by third parties**

When you use our website or services, third parties may be able to collect information about you. For example:

We may engage a third party for certain services such as assessing website traffic. In that event, information about you or your activities on our website will be collected by that third party;

If we feature advertisements by third parties on our website, those advertisements may allow the third party to collect information, whether by means of cookies or other devices;

If you have consented to our disclosing your information to third parties or if you disclose your information to third parties as a result of using our website and services.

Where information about you is collected by third parties, the use and disclosure of such information will be governed by the privacy policy of those third parties. We cannot and do not control the privacy policies of those third parties.

#### **5. How we use information we collect**

We may use your information on an aggregated, non-personal basis for marketing and promotional purposes. We may also use information in other ways (for example, to investigate or report suspected unlawful activity) where we are required or authorised by law to use the information.

#### **6. Disclosure of information we collect**

We will not sell your information. However, in certain limited circumstances your information will be disclosed to third parties.

We may disclose information to other third parties for marketing and promotional purposes. However, such information will be used in an aggregated, non-personal manner where no individual can be identified.

We may share information with our holding company, subsidiaries or related companies (if any) who may provide websites or services related to our job search website.

We may be required to disclose information to the government, law enforcement or regulatory bodies and to other third parties. We may also disclose information to third parties where we, in our sole discretion, believe it necessary or appropriate for the purposes of investigating or reporting suspected unlawful activity, obtaining advice, protecting ourselves against exposure to legal liability or taking legal proceedings.

The third parties whom we disclose information to may be located in a foreign country. While we abide by the National Privacy Principles, other countries may not have information privacy laws, or

their information privacy laws may be substantially different to those of Australia. You consent to our disclosing information to third parties located in foreign countries.

## **7. Changes to this policy**

We may change this policy from time to time, in which case the revised policy will be posted to our website.

## **8. Feedback**

We welcome ideas and feedback about all aspects of the site. We store feedback that users send to us. This feedback will be used to administer and refine the service and may be shared with Australian Boutique Markets Pty Ltd T/A Sydney Boutique Markets partners either in aggregate form or with specific identifying characteristics removed.

## **9. Contact us**

If you have any questions regarding this privacy policy, the practices of this site, or your dealings with us, you can contact us in the following ways:

Email: [info@sydneyboutiquemarkets.com.au](mailto:info@sydneyboutiquemarkets.com.au)

Post: Suite A24, Level 2 Lexington Corporate 24-32 Lexington Drive Bella Vista, NSW 2153