



PRIVACY POLICY

This following document sets forth the Privacy Policy for

THE ADMINISTRATION AGENCY

Website: www.administrationagency.com.au

THE ADMINISTRATION AGENCY is committed to providing you with the best possible customer service experience. *THE ADMINISTRATION AGENCY* is bound by the Privacy Act 1988 (Cth), which sets out several principles concerning the privacy of individuals.

Collection of and/or Sharing of your personal information

I may occasionally hire other contractors to provide services on our behalf. Those contractors will be permitted to obtain only the personal information they need to deliver the service. *THE ADMINISTRATION AGENCY* takes reasonable steps to ensure that these contractors are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

Use of your personal information

For each visitor to reach the site, I expressly collect the following non-personally identifiable information, including but not limited to browser type, version and language, operating system, pages viewed while browsing the Site, page access times and referring website address. This collected information is used solely internally for the purpose of gauging visitor traffic, trends and delivering personalized content to you while you are at this Site.

From time to time, I may use customer information for new, unanticipated uses not previously disclosed in our privacy notice. If our information practices change at some time in the future we will use for these new purposes only, data collected from the time of the policy change forward will adhere to our updated practices.

Changes to this Privacy Policy

THE ADMINISTRATION AGENCY reserves the right to make amendments to this Privacy Policy at any time. If you have objections to the Privacy Policy, you should not access or use the Site.



Accessing Your Personal Information

You have a right to access your personal information, subject to exceptions allowed by law. If you would like to do so, please let me know. You may be required to put your request in writing for security reasons. *THE ADMINISTRATION AGENCY* reserves the right to charge a fee for searching for, and providing access to, your information on a per request basis.

Our actions when you feel your information has been mistreated

The Privacy Act 1988 has strict rules about how an organisation or agency handles personal information. Our Privacy Policy is based on these rules. If you believe that your privacy has been violated or mishandled by our organisation, please bring this to our immediate attention. We will contact the Office of the Australia Information Commissioner (OAIC) for further advice.

Contacting us

THE ADMINISTRATION AGENCY welcomes your comments regarding this Privacy Policy. If you have any questions about this Privacy Policy and would like further information, please contact me by any of the following means during business hours Monday to Friday.

Call: **0437 050 803**

E-mail: lou@administrationagency.com.au