

Privacy Policy

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Appendix A

Zephyr Movement Privacy Policy

This document outlines Zephyr Movement's policy on handling the personal information that we collect about individuals including clients, potential clients, and business partners. 'Zephyr Movement', 'we', 'us' or 'our' refers to Zephyr Movement ABN 47326464407

Our Commitment

We recognise that your privacy is very important to you. We are committed to protecting the privacy of your personal information and will at all times comply with the terms of this policy when handling your personal information. This Policy is in line with current Australian privacy legislation to cover:

- Why we need personal information and what type of information we collect;
- How we protect your personal information;
- Who can access your personal information;
- How you can contact us to find out more about your personal information; and
- What to do if you have concerns about your privacy.

Currency and status of our Privacy Policy

This Privacy Policy is effective as of 8 November 2020.

By visiting our website (www.zephyrmovement.com), applying for or using any of our products or services or providing us with your Personal Information, you agree to your Personal Information

being collected, held, used as set out in this Privacy Policy.

This policy may change from time to time and all changes will be posted on our website so please check it periodically. You can telephone 0408701088 or email tessa@zephyrmovement.com

Why we collect your Personal Information

We generally collect Personal Information to provide the various products and services we offer, to update our website or otherwise as permitted by law.

Types of Personal Information we collect

The Personal Information we collect depends on the products and services you use. We will only collect the information necessary to enable us to provide our products and/or services to you.

Typically the details we collect and hold include your name, contact details (address, phone and fax number, email address), date of birth, gender and payment details.

How we collect your Personal Information

We collect your Personal Information from you in various ways and at several different points. We may collect your Personal Information on our website, by telephone, when you complete a form for one of our services, enter a competition or voluntarily participate in a survey.

We may use Personal Information we collect through surveys or questionnaires to assess your satisfaction with our products and services and to determine how we may be able to better service your needs.

Sharing and disclosing your Personal Information

We never sell, rent or trade your Personal Information. We may share your Personal Information with related companies. Related and unrelated third parties to whom your Personal Information is disclosed are required to keep the information confidential and only use it for the same purposes we are permitted to use it.

Quality and security of your Personal Information

We are committed to keeping your Personal Information secure and will use all reasonable precautions to protect it from loss, misuse or unauthorised alteration, including:

- Maintaining computer and network security;
- Restricting access to your Personal Information to workers who are authorised and on a 'need to know' basis;
- Retaining your Personal Information for no longer than it is reasonably required.

Cookies, the internet, and how our website is used

We use cookies to give you access to certain pages of the websites. We may also use external service providers to track the traffic and usage on the website. We use a cookie that collects anonymous traffic data. A cookie is a message given to a web

browser by a web server and which is then stored by the browser in a text file. Each time the browser requests a page from the server this message is sent back which enables the user's computer address (IP address) to be identified.

We may use the information provided by cookies and IP addresses to analyse trends, administer the site, or for research and marketing purposes to help us better serve our clients. No information which personally identifies you will be collected through the cookies.

You can set your browser to notify you before you receive a cookie so you have the chance to accept it and can set your browser to turn off cookies. No personally identifying information from you will be collected as part of these cookies. You may not be able to access some parts of our websites if you choose to disable the cookie acceptance in your browser. We therefore recommend you enable cookie acceptance to benefit from all the services on the website.

We may also collect your information through your use of online forms. Some forms are provided by third parties who may have access to your Personal Information but will only disclose that information to us, or as they are lawfully required.

Direct Marketing

On occasion, we, and our related companies, may use your Personal Information to provide you with information about the products and services we or our distributors, referrers, agents, business partners, affiliates and any proposed new or incoming insurer may offer.

You can opt out of receiving direct marketing information from us at any time.

How to Contact Us

If you have any questions about this Privacy Policy or about your personal information, you can contact us by:

Email: tessa@zephyrmovement.com

Phone: 0408701088

Website:

<http://www.zephyrmovement.com/book-online.html>