

Holyoake Privacy Statement

Holyoake respects your privacy in accordance with the Privacy Act 1988. Under this Act, Holyoake is bound by the Australian Privacy Principles which provide guidance for the management of confidential information. The Privacy Principles are as follows:

Principle 1	Open and transparent management of personal information
Principle 2	Anonymity and pseudonymity
Principle 3	Collection of solicited personal information
Principle 4	Dealing with unsolicited personal information
Principle 5	Notification of the collection of personal information
Principle 6	Use or disclosure of personal information
Principle 7	Direct marketing
Principle 8	Cross-border disclosure of personal information
Principle 9	Adoption, use or disclosure of government related identifiers
Principle 10	Quality of personal information
Principle 11	Security of personal information
Principle 12	Access to personal information
Principle 13	Correction of personal information

Further information on these principles is available on the website of the Office of the Australian Information Commissioner. <https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>

General

Holyoake will only use your personal information for the purpose for which it is collected. However there are some specific exceptions where your information may be used or disclosed including circumstances as outlined in the Privacy Act 1988 where disclosure is allowed; or where the information is required by law. Apart from these exceptions, your information will not be used or disclosed for any other purpose without your express consent.

Holyoake will ensure that your personal information is kept confidential and our policies reflect this requirement. We also have procedures and the infrastructure in place to ensure the secure storage of personal information to protect against loss, unauthorised use or theft.

Website

Where our website allows comments or feedback, we may collect email addresses and sometimes other contact details. We may use these email addresses to respond to feedback. We store this personal information on servers located in Australia.

We use a range of tools provided by third parties, including Google, and our web hosting company to collect or view website traffic information. These sites have their own privacy policies.

We may use cookies and session tools to improve the user experience when accessing our websites. We use the information to maintain, secure and improve our websites and to enhance user experience. In relation to Google Analytics you can opt out of information collection with the Google Analytics Opt-out Browser Add-on.

Social Media

We use social networking services such as Twitter, Facebook, LinkedIn, Instagram and YouTube to communicate with the public about our work. When someone communicates with us using these services, we may collect their personal information, but only use it to help us to communicate with the consumer and the public. The social networking service may also handle a consumer's personal information for its own purposes. These sites have their own privacy policies.

We collect emails and, if provided, other contact details when people subscribe to our email lists. We only use this information for the purpose of sending regular updates on Holyoake activities, and to administer the lists.

Holyoake takes steps to protect the security of the personal information we hold from both internal and external threats by:

- Regularly assessing the risk of misuse, interference, loss, and unauthorised access, modification or disclosure;
- Taking measures to address those risks;
- Conducting regular internal and external audits to assess whether we have adequately complied with or implemented these measures.

Our website contains hyperlinks to other websites. This privacy statement does not apply to those sites.

For more information, please contact us on 08 9416 4444.