

# > PRIVACY STATEMENT

Kevin Holt Consulting Pty Ltd ('the Company') understands and respects your need for privacy. Any and all information collected will be kept strictly confidential and will not be sold, reused, rented, loaned, or otherwise disclosed. Any information you give to the Company will be held with the utmost care, and will not be used in ways that you have not consented to. If you have any questions, please do not hesitate to contact us.

## **Automatic Information We Collect**

When you visit the Company's Website, the server automatically recognises and stores the name of the domain from which you access the Internet, the date and time you access our site, and the Internet Protocol (IP) address of the Web site which you used. This information enables us to run site usage tools and create statistics about our site.

These statistics help us to better understand how our site is being used and what we can do to make it more useful to visitors. This information is not stored in a personally-identifiable format.

## **Information You Provide Us**

The Company uses the information that you provide us for responding to your requests, customising the material presented to you based on your past visits to our web site, to communicate with you, and to improve the content of our web site. The primary goal in collecting personal information is to provide you customised services, features and content, and give you an efficient personalised experience that best meets your needs.

If you choose to identify yourself by sending us an email or completing an online form, the Company employees and business partners will have access to such information in order to contact you for customer service purposes. The Company also aggregates information on what pages you access.

Information submitted by you, such as survey information and/or comments or feedback, may be stored in a personally-identifiable format and is used only for internal purposes and is not shared with people or organisations outside of the Company. If the Company wants to share your name outside this group or otherwise publicise the fact that you submitted materials or other information to us, then we will ask your permission to use your name with the materials or other information you submitted to a particular part of this site.

The Company may use the information collected:

- for the compilation of statistical data
- for website development/improvement
- to respond to any email inquiries
- to notify you of any upcoming marketing, training or other events
- for quality control
- for systems administration
- for legal compliance purposes

Your email address will not be added to a mailing list without your consent being sought or your request to do so.

## **Release of Information**

The Company will release any information that is required to be released by law or court order. If you send an email or complete the Contact Us Form, you should know that email is not necessarily secure against interception unless you are using a security-enabled web browser.

The Company reserves the right to change this policy at any time. The use of information that we gather now is subject to the Privacy Policy in effect at this time. Users wishing to see the changes may do so by visiting our web site privacy policy statement frequently.

## **Personal Information**

The Company is committed to respecting and protecting your privacy and personal information. The Company does not use cookies or any electronic means to automatically collect personal information from you or your computer; however, web servers will automatically collect IP addresses and we may view our web server IP log from time to time to prevent fraudulent acts and possible network attacks.

The only personal information the Company collects via the Website is the information voluntarily supplied by you when you register for access or subscribe to our publications. It is the policy for the Company to treat your personal information as private and confidential and to restrict the use and disclosure of such personal information to the specific purpose for which it was provided. The Company will not sell your personal information to any third party unless specifically authorised by you to do so or as required by law. We may use your name and address/email address to send you information on environmental law, or promoting our services, or related services that we believe may interest you.

Although we strive to ensure that your personal information is protected at all times, the Company cannot guarantee that your communication over the Internet is fully secure or that the information you transmit to the Company will not be intercepted and/or misused by third parties. At all times, you shall have the right to access, verify and amend your personal information provided to and maintained by the Company. In addition, you also have the right to withdraw your consent to the collection and treatment of your personal information by the Company.

To access, edit or delete your personal information provided to the Company, please contact the Company. The Company reserves the right to maintain your personal information off-line as may be required or permitted by applicable law. In providing the Company with personal information through the Website, you consent to the collection and treatment of that information in accordance with this privacy policy.