

Privacy Policy

This Privacy Policy outlines how Cajebi Nominees Pty Ltd (trading as Cajebi Consulting) uses and protects any personal information that you provide to us.

This policy has been developed in line with the Australian Privacy Principles (APP) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at www.privacy.gov.au.

What type of information do we collect?

The type of information we collect includes personal information such as:

- Names
- Contact details
- Email and IP addresses

As part of some consulting and service provision work, we may also collect other types of information such as:

- Demographic information (e.g. age and gender)
- Commentary and opinion

How do we collect the information?

Cajebi Consulting collects information in paper and electronic formats.

Examples of paper-based methods include:

- Surveys
- Feedback forms
- Meeting notes
- Business cards

Examples of how we collect this information electronically include:

- E-mail
- Social media
- Online surveys
- Electronic files (e.g. documents, audio and video files)
- Photography
- Via our web hosting service (Siteground)

Why do we collect, hold and use the information?

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients, and marketing of Cajebi Consulting and its services. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. From time to time Cajebi

Consulting may maintain mailing/marketing lists from which you can unsubscribe, at any time, by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act. This includes information or opinion regarding as examples, an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information. Sensitive information will be used only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Every effort is made to ensure that we do not disclose personal information to third parties, including our clients, unless:

- Permission is sought from the individual who submits that information, or
- The individual is notified that this will occur prior to their participation, or
- The individual requests that the information supplied be disclosed to third parties, or
- That disclosure could be reasonably expected, or
- The law requires that such information be supplied.

Cajebi Consulting does not sell or trade the information it receives with third parties or disclose it to third parties.

How do we store the information?

Information that has been supplied to Cajebi Consulting is stored securely in our offices – either in physical files or electronically.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.

Website links to other companies

The Cajebi Consulting website may contain links to other websites. Please be aware that Cajebi Consulting is not responsible for the privacy practices of other sites. We encourage our users to read the Privacy Policy of each and every website that collects personally identifiable information.

This Privacy Policy applies solely to information collected by our website or websites we have commissioned.

Your rights

Upon request, Cajebi Consulting can disclose to you what Personal Information of yours we hold, and the manner in which it is held. We reserve the right to extract such information from our files in a way that protects the privacy of others. You have the right to request access to or seek correction of Personal Information, or to register a complaint regarding compliance with the Australian Privacy Principles. To make a request, please contact us.

Contact information

If you have any queries or complaints about our Privacy Policy, please contact us via info@cajebiconsulting.com.au

Policy Updates

This Policy may change from time to time and is available on our website.