

# Privacy Policy

This privacy policy tells you how we use personal information collected at our website and in our applications. Please read this privacy policy before using our site and applications and before submitting any personal information. By using our site or applications, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not on a retroactive basis. You are encouraged to review the privacy policy whenever you visit our website to make sure that you understand how any personal information you provide will be used.

**Note:** the privacy practices set forth in this privacy policy are for our website and applications only. If you link to other web sites or applications, please review the privacy policies posted at those sites.

## **Collection of Information**

We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our visitors. The information you provide is used to fulfill your specific request. This information is only used to fulfill your specific request, unless you give us permission to use it in another manner, for example to add you to one of our mailing lists.

## **Cookie/Tracking Technology**

The website may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the website, and understanding how visitors use the website. Cookies can also help customize the website for visitors. Personal information cannot be collected via cookies and other tracking technology, however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties.

## **Distribution of Information**

We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

## **Commitment to Data Security**

Your personally identifiable information is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information. All emails and newsletters from our website allow you to opt out of further mailings.

## **Privacy Contact Information**

If you have any questions or comments about our privacy policy, please contact us by:

Calling us at 02 9888 9935

Or by email at [support@dssassist.com](mailto:support@dssassist.com)