

Privacy Policy

First 5 Minutes Pty Ltd



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MINUTES

First 5 Minutes Pty Ltd (F5M, we, us, our) respect your right to privacy and understand that you wish to have your personal information kept secure. We have therefore developed this policy to inform you of how we manage your personal information and maintain its integrity and security. This policy does not apply to F5M employees.

THE PERSONAL INFORMATION WE COLLECT AND HOLD

The main way we collect personal information about you is when you give it to us. At all times we aim to collect and hold only that personal information which is reasonably necessary to provide the service, product or information you have requested from us.

Depending on the circumstances, we may collect personal information such as your name, address, telephone number and/or email address. For prospective employees, we may also seek information such as your resume and employment history and for clients we may collect information about your use of our products and services.

HOW WE COLLECT AND HOLD PERSONAL INFORMATION

Collection from you

Generally, we collect your personal information from you directly, for example when you provide your personal information using the Contact form on our website.

Further, we collect and hold a broad range of personal information gathered during the course of providing our products or services. However, we strive to ensure that we collect and hold only that personal information which is relevant to your specific matters.

Note that you are under no obligation to provide any information that we may request of you. You should be aware, however, that by withholding requested information, we may be unable to provide you with our goods or services.

Collection through our website

When you access the F5M website or web application, a small file (cookie) is saved on your computer's hard drive. Cookies are used to collect information about how websites are used. The data contained in any cookie is encrypted and in no way gives us access to your computer or any information about you. The information collected by this tool may include the IP address of the device you are using and information about sites that IP address has come from, the pages accessed on our site and the next site visited. We use this information to maintain, secure and improve our website and to enhance your experience when using it. In relation to Google Analytics you can opt out of the collection of this information by disabling cookies through your web browser.

Collection through Social Networking Services

We use social networking services such as Facebook and LinkedIn to communicate with the public about our work. When you communicate with us using these services we may collect your personal information but we only use it to help to communicate with you through these mediums.

THE PURPOSE FOR WHICH WE COLLECT, HOLD, USE AND DISCLOSE PERSONAL INFORMATION

We collect, hold and use your personal information primarily for purposes such as keeping you informed of our products or services, undertaking business transactions with you, complying with our obligations of employment and keeping you updated on company information and events. Further, we will do so if it is reasonable to expect that we would use or disclose your personal information for matters related to those purposes.

Specific examples include:

- To send newsletters to you
- To invite you to seminars or events hosted by F5M
- To inform you of products or services that can be purchased from F5M or
- To inform you of developments at F5M.

As our business operates in Australia, New Zealand and PNG, we may disclose your personal information to recipients in those regions.

There may be occasions where we disclose personal information to manage our IT services. To protect the personal information we disclose, we enter into a contract or memorandum of understanding [MOU] which requires the service provider to only use or disclose the information for the purposes of the contract or MOU.

We will not otherwise disclose information about you unless the disclosure is required by law, is authorised by law or you have consented to F5M disclosing the information about you.

ACCESS TO PERSONAL INFORMATION

F5M is committed to keeping up-to-date records of your personal information. We will take reasonable steps to ensure that any personal information collected, used or disclosed by us is accurate, complete, and up-to-date.

We are committed to keeping your information secure and will take reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

You may request access to your information from us at any time by contacting our Privacy Officer via email at: privacy@first5minutes.com.au

We will give you access to, or correct, your personal information unless there is a lawful reason for refusing your request for access or correction.

COMPLAINTS

If you wish to complain to us about how we have handled your personal information, you should complain in writing. If you need help lodging a complaint, you can contact us.

You may make a privacy complaint directly to the office of the F5M Privacy Officer through privacy@first5minutes.com.au

CONTACTING US

If you would like further information regarding this Privacy Policy or if you have concerns about the information that we currently hold about you or any aspect of this Privacy Policy, please contact the Privacy Officer at:

Email: privacy@first5minutes.com.au

Mail: c/o PO BOX 540

Fortitude Valley QLD 4006