

## **Privacy Policy**

### **1. WE RESPECT YOUR PRIVACY**

- (a) CyberBakery Pty Ltd (ABN 22 680 086 864) respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles of the Privacy Act 1988 (Cth). This policy sets out how we collect and treat your personal information.
- (b) "Personal information" is information we hold which is identifiable as being about you.

### **2. COLLECTION OF PERSONAL INFORMATION**

- (a) CyberBakery will, from time to time, receive and store the personal information you enter onto our website, and you may provide it to us directly or give it to us in other forms.
- (b) You may provide basic information such as your name, phone number, address and email address to enable us to send information, provide updates and process your order. We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, change your content or email preference, respond to surveys and/or promotions, provide financial or credit card information, or communicate with our team.
- (c) We may also collect any other information you provide while interacting with us.

### **3. HOW WE COLLECT YOUR INFORMATION**

- (a) CyberBakery collects personal information from you in various ways, including when you interact with us electronically or in person when you access our website and provide our services to you. We may also receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

### **4. USE OF YOUR PERSONAL INFORMATION**

- (a) CyberBakery may use personal information collected from you to provide you with information, updates and our services. We may also inform you of new and additional available services and opportunities. We may use your personal information to improve our products and services and better understand your needs.
- (b) CyberBakery may contact you by various means, including, but not limited to, telephone, email, SMS, or mail.

### **5. DISCLOSURE OF YOUR INFORMATION**

- (a) We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this Policy. Personal information is only supplied to a third party when it is required to deliver our services.
- (b) We may occasionally need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, or warrant, in the course of a legal proceeding or in response to a law enforcement agency request.
- (c) We may also use your personal information to protect the copyright, trademarks, legal rights, property or safety of CyberBakery, its customers or third parties.
- (d) Information that we collect may occasionally be stored, processed, or transferred between parties located in countries outside of Australia.
- (e) If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal and non-personal information contained in those databases. This information may be disclosed to a potential purchaser under an agreement to maintain confidentiality. We would seek only to disclose information in good faith and where required by any of the above circumstances.
- (f) By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.

### **6. SECURITY OF YOUR PERSONAL INFORMATION**

- (a) CyberBakery is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.



## Fortifying Businesses Against Cyber Risks

- (b) The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that the personal information we collect will not be disclosed in a manner inconsistent with this Privacy Policy.

### 7. ACCESS TO YOUR PERSONAL INFORMATION

- (a) You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth). A small administrative fee may be payable for the provision of information. If you would like a copy of the information we hold about you or believe that any information we hold on you is inaccurate, outdated, incomplete, irrelevant or misleading, please email us at [menu@cyberbakery.net](mailto:menu@cyberbakery.net).
- (b) In certain circumstances set out in the Privacy Act, we reserve the right to refuse to provide you with information that we hold about you.

### 8. COMPLAINTS ABOUT YOUR PRIVACY

- (a) If you have any complaints about our privacy practices, please send details to 'CyberBakery, 39 Northampton Drive, Glenfield, NSW-2167' or email us at [menu@cyberbakery.net](mailto:menu@cyberbakery.net). We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

### 9. CHANGE OF PRIVACY POLICY

- (a) Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, at our sole discretion, and all modifications will be effective immediately upon posting them on our website or notice board. Please check back from time to time to review our Privacy Policy.

### 10. WEBSITE

#### (a) When you visit our website

When you visit our website (<https://www.cyberbakery.net>), we may collect certain information, such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site so that we can improve our service.

#### (b) Cookies

We may, from time to time, use cookies on our website. Cookies are very small files that a website uses to identify you when you come back to the site and store details about your use. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies, but you can reject them by changing your browser settings. However, this may prevent you from taking full advantage of our website. Our website may occasionally use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may serve relevant ads to website visitors through third-party services such as Google Adwords. These ads may appear on this website or other websites you visit.

#### (c) Third-party sites

Our site may occasionally have links to websites we do not own or control. These links are meant for your convenience only. Links to third-party websites do not constitute sponsorships or endorsement or approval of these websites. Please be aware that CyberBakery is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personally identifiable information.