

Aryon Privacy Policy

Access to unenrolled Windows Device.

This Privacy Policy sets out our commitment to protecting the privacy of personal information provided to us, or otherwise collected by us, offline or online, including through our website (**Site**). In this Privacy Policy **we, us** or **our** means Aryon Pty Ltd, ACN 150 736 155. We are committed to complying with the Privacy Act 1988 (Cth) and the Australian Privacy Principles ('APP') which are contained in the Privacy Act. The APPs prescribe the manner in which an entity may collect, use, disclose, store, secure and dispose of personal information.

A copy of the APPs is available on the website of the Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

This Privacy Policy sets out Aryon's approach to managing Personal Information in accordance with the APPs.

What is Personal Information?

The Privacy Act defines 'personal information' as:

Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) *Whether the information or opinion is true; and*
- (b) *Whether the information or opinion is recorded in a material form or not.*

The Act also defines subsets of Personal Information, such as sensitive information and health information, which are subject to additional protections.

Not all personal information is necessarily protected by the Privacy Act, however, and to this extent is not embraced by this Privacy Policy. The Act does not regulate the handling of employee records, and it will not always protect technical data about a device or service. De-identified information, and information about deceased persons, is not protected.

Personal Information?

We collect personal information from or about visitors, users of our site, prospective or current customers using our services, service providers and business partners, job applicants and other individuals with whom we interact with. The types of personal information we may collect from you include:

- **Contact Information:** your name, physical address, email address, and phone number;
- **Other identifying information:** IP address, social media usernames, passwords and other security information for authentication and access;
- **Payment Information:** credit card, debit card and bank account information;

- **Location:** your browser session and geo-location data, device and network information, statistics on page views and sessions, acquisition sources, search queries and/or browsing behaviour;
- **Commercial information:** information about your access and use of our site, including through the use of Internet cookies, your communications with our site, the type of browser you are using, the type of operating system you are using and the domain name of your Internet service provider; and
- **Other information:** additional personal information that you provide to us, directly or indirectly, through your use of our site, associated applications and/or accounts from which you permit us to collect information; and
- Any other personal information requested by us and/or provided by you or a third party.

We may collect these types of personal information directly from you (including in face-to-face meetings, email messages, telephone conversations) or from third parties.

Collection and use of personal information

We may collect, hold, use and disclose personal information for the following purposes:

- To enable you to access and use our site and associated applications;
- To provide our services to you;
- To contact and communicate with you;
- For internal record keeping, administrative purposes, invoicing and billing purposes;
- For analytics, market research and business development, including to operate and improve our site and associated applications;
- To offer additional benefits to you;
- for advertising and marketing, including to send you promotional information about our Products and services and information about third parties that we consider may be of interest to you including via our email newsletter;
- To comply with our legal obligations and resolve any disputes that we may have;
- To consider your employment application.

We may also use your personal information for any other purpose as authorised by you.

Disclosure of personal information to third parties

We may disclose personal information to:

- Third party service providers for the purpose of enabling them to assist us in providing our services to you, including (without limitation) IT service providers, data storage, web-hosting and server providers, debt collectors, maintenance or problem-solving providers, marketing or advertising providers, professional advisors and payment systems operators;
- Our employees, contractors and/or related entities;
- Our existing or potential agents or business partners;

- Anyone to whom our business or assets (or any part of them) are, or may (in good faith) be, transferred;
- Credit reporting agencies, courts, tribunals and regulatory authorities, in the event you fail to pay for goods or services we have provided to you;
- Courts, tribunals, regulatory authorities and law enforcement officers, as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights;
- Third parties, including agents or sub-contractors, who assist us in providing information, products, services or direct marketing to you. This may include parties located, or that store data outside of Australia, including in the United States;
- Third parties to collect and process data, such as Google Analytics. This may include parties located, or that store data outside of Australia, including in the United States.

By providing us with personal information, you consent to the disclosure of your information outside of Australia and acknowledge that we are not required to ensure that overseas recipients handle that personal information in compliance with Australian Privacy Law. You acknowledge that some overseas third parties may not be regulated by the Privacy Act and the Australian Privacy Principles in the Privacy Act and if any third party engages in any act or practice that contravenes the Australian Privacy Principles, it would not be accountable under the Privacy Act, and you will not be able to seek redress under the Privacy Act.

How we treat personal information that is also sensitive information

Sensitive information is a sub-set of personal information that is given a higher level of protection under the Australian Privacy Principles. **Sensitive information** means information relating to your racial or ethnic origin, political opinions, religion, trade union or other professional associations or memberships, philosophical beliefs, sexual orientation or practices, criminal records, health information or biometric information.

Provided you consent, your sensitive information may only be used and disclosed for purposes relating to the primary purpose for which the sensitive information was collected.

Sensitive information may also be used or disclosed if required or authorised by law.

Your rights and controlling your personal information

Choice and consent: Please read this Privacy Policy carefully. By providing personal information to us, you consent to us collecting, holding, using, and disclosing your personal information in accordance with this Privacy Policy. You do not have to provide personal information to us, however, if you do not, it may affect your use of this site or the products and/or services offered on or through it.

Information from third parties: If we receive personal information about you from a third party, we will protect it as set out in this Privacy Policy. If you are a third party providing

personal information about somebody else, you represent and warrant that you have such person's consent to provide the personal information to us.

Anonymity: Where practicable we will give you the option of not identifying yourself or using a pseudonym in your dealings with us.

Restrict: If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by contacting us using the details below.

Access: You may request details of the personal information that we hold about you. An administrative fee may be payable for the provision of such information.

Correction: If you believe that any information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us using the details below. We will take reasonable steps to correct any information found to be inaccurate, incomplete, misleading or out of date.

Complaints: If you wish to make a complaint about how we have handled your personal information, please contact us using the details below and provide us with full details of the complaint. We will promptly investigate your complaint and respond to you, in writing, setting out the outcome of our investigation and the steps we will take to deal with your complaint.

Destruction: You have a right to request the erasure or destruction of your personal information when it is no longer necessary for the purpose for which it was originally collected, it is not being used for the purposes for which it was collected, or you wish to withdraw your consent for certain processing.

There may be cases where we are unable to comply with your request such as where we need to continue processing your personal information in order to comply with applicable laws. Such requests should be submitted in writing using the contact details below. We may ask you to verify your identity before complying with your request.

Unsubscribe: To unsubscribe from our e-mail database or opt-out of communications (including marketing communications), please contact us on info@aryon.com.au asking to be removed from our mailing list or opt-out using the opt-out facilities provided in the communication. In either case, please allow 5 business days for your request to be processed.

Storage and security

We take reasonable steps to ensure that any of your personal information which we hold is accurate, complete, and up to date. These steps include promptly updating personal information when we are advised that personal information has changed, checking our contact lists for accuracy, and providing individuals with a simple means to update their personal information.

We are committed to ensuring that the personal information we collect 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 the personal information

and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

We also take steps to monitor access to and modification of your information by our employees and contractors and ensure that our employees and contractors are aware of and properly trained in their obligations for managing your privacy.

We cannot guarantee the security of any information that is transmitted to or by us over the Internet. The transmission and exchange of information is carried out at your own risk. Although we take measures to safeguard against unauthorised disclosures of information, you also play an important role in keeping your information secure by maintaining the confidentiality of any usernames and passwords you use with our products and services (including our website).

Personal information is only retained for as long as it is needed for the purpose for which it was collected or as required by law. Within a reasonable time after the expiry of this period, we will take reasonable steps to de-identify or destroy the personal information which is in our possession or control.

Cookies and web beacons

We may use cookies on our site from time to time. Cookies are text files placed in your computer's browser to store your preferences. Cookies, by themselves, do not tell us your email address or other personally identifiable information. However, they do allow third parties, such as Google and Facebook, to cause our advertisements to appear on your social media and online media feeds as part of our retargeting campaigns. If, and when, you choose to provide our site with personal information, this information may be linked to the data stored in the cookie. For more information on cookies and how they operate, see: <https://www.allaboutcookies.org/>

We use the following cookies:

Strictly necessary cookies - These are cookies that are required for the operation of our site. They include, for example, cookies that enable you to log into secure areas of our site, use a shopping cart or make use of e-billing services.

Analytical/performance cookies - These are cookies that allow us to recognise and count the number of visitors to our site and to see how visitors move around our site when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

Functionality cookies - These are used to recognise you when you return to our site. This enables us to personalise our content for you and remember your preferences (for example, your choice of language or region).

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

We may use web beacons on our site from time to time. Web beacons (also known as Clear GIFs) are small pieces of code placed on a web page to monitor the visitor's behaviour and collect data about the visitor's viewing of a web page. For example, web beacons can be

used to count the users who visit a web page or to deliver a cookie to the browser of a visitor viewing that page.

We may use Google Analytics or similar services to collect and process data. To find out how Google uses data when you use third party websites or applications, please see <https://policies.google.com/technologies/partner-sites> or any other URL Google may use from time to time.

Links to other websites

Our website may contain links to third-party websites that are not under our control. You access such third-party websites or content at your own risk. We are not responsible for content, or practices of these websites. We encourage you to review their policies before sharing any personal information.

Amendments

We may, at any time and at our discretion, vary this Privacy Policy by publishing the amended Privacy Policy on our Site. We recommend you check our Site regularly to ensure you are aware of our current Privacy Policy.

For any questions or notices, please contact our Privacy Officer at:

Aryon Pty Ltd, ACN: 150 736 155

Address: PO Box 1544, Capalaba QLD 4157 Email: info@aryon.com.au

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