

# PRIVACY POLICY

University Hill Town Centre is committed to ensuring that your personal information is collected, used and held in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles and general law.

The purpose of this Privacy Policy is to tell you what kind of information we may collect about you, how we may use it and whether we will disclose it to anyone else. It will also explain how we store the information you provide to us, how you may access or correct it, and how you can contact us.

It is important that you read and understand this Privacy Policy as it governs the way in which we may use your personal information.

By using the University Hill Town Centre website and providing personal information to University Hill Town Centre, you agree to the collection, use and storage of your personal information by us as outlined in this Privacy Policy.

Noordenne UniHill Pty Ltd reserves the right to change this Privacy Policy at any time without notification.

It is your responsibility to regularly check the University Hill Town Centre Privacy Policy for any changes. Continued use of the Website will be taken as your acceptance of those changes.

## What type of information we collect and hold

The personal information we may collect, and hold includes:

- Information about you – your name, address, email address, phone number, your social media accounts and your age;
- Information about your use of the University Hill Town Centre Website, your shopping habits and preferences;
- Information you provide in submitted competition forms, enquiry or complaint details and other records of communications; and
- other information you provide to us.

## How we use your personal information

We collect personal information in order to:

- Notify you of any special offers or competitions;
  - Improve your overall shopping experience;
  - Sell to you our merchandise;
  - Mail purchased goods to you;
  - Develop and improve our products and service; and
  - Send you marketing material and other communications
- Noordenne UniHill Pty Ltd may also be required to collect personal information from you by law.

## How do we ensure that your personal information is protected?

- Noordenne UniHill Pty Ltd is committed to ensuring that your personal information is securely protected at all times. Noordenne UniHill Pty Ltd will take all reasonable steps to prevent your personal information from being modified, lost or shared without your consent.
- Noordenne UniHill Pty Ltd has appropriate and secure computer and network systems as well as sound internal policies and procedures to safeguard your personal information.

## When do we pass your personal information onto a third party?

- Noordenne UniHill Pty Ltd will not sell, rent or trade personal information to, or with, third parties.
- The Website may contain links to other websites. University Hill Town Centre does not share your personal information with those websites and it is not responsible for their privacy practices.
- In some circumstances it may be necessary for Noordenne UniHill Pty Ltd to pass personal information onto a third party. Third party service providers will have access to your personal information only to the extent that it is reasonably necessary to provide our services.
- Personal information may be disclosed to third parties in jurisdictions outside of Australia. This includes cloud servers located overseas.
- If Noordenne UniHill Pty Ltd transmits your personal information over the internet (for example to third parties who hold data outside Australia) we will take reasonable steps to maintain the security of any personal information to prevent misuse and unauthorised access. Despite these protection mechanisms, you should be aware there are inherent risks associated with the transmission of data over the internet and we cannot guarantee any transmission will be completely secure.
- Where we disclose your personal information to our service providers, we will take reasonable steps to ensure that they are authorised to only use personal information in order to perform the functions required by University Hill Town Centre and in accordance with the Privacy Act 1988 (Cth).
- University Hill Town Centre may also disclose your personal information to law enforcement agencies, courts or government agencies where required to comply with specific legal requirements.
- You expressly consent to your information being used as set out in this section.

## Cookies

- In addition to the information mentioned above, we may use cookies to collect information about how you use our Website. Cookies are small text files that websites or apps can place on your computer or device. We use cookies to provide you with a more consistent experience across our Website.
- We record a variety of information from interactions with our online services including IP addresses, locations data (where available and not disabled by the user), dates, times, and other user activities. In most cases we will not be able to reasonably identify an individual from the information collected.
- However, if cookie information is linked with personal information we hold about you as set out above, this cookie information becomes personal information and will be treated in the same manner as the personal information to which it has been linked.
- You can remove or reject cookies by adjusting the settings on your web browser.

## Unsolicited information

- We will endeavour to only take information from you which is reasonably necessary for our business functions.
- If you send us personal information that we have not requested, or we determine that the personal information you have provided to us is not reasonably necessary or directly related to any of our business functions or activities, we may de-identify or delete this information without notifying you to protect your privacy.

## How you can request access to your personal information

- You can review, change, update or request us to destroy your personal information at any time using the contact details below.
- Please let us know if your personal details are recorded incorrectly. We will take all reasonable steps to promptly correct personal information that is not accurate, up to date or complete.
- If you ask that we destroy your personal information or have it permanently removed from our system, we will do so securely.

## Contact us

- If you have any additional queries about our Privacy Policy, or you have a problem or complaint, please contact us at University Hill Town Centre via email [alan@pivot13.com.au](mailto:alan@pivot13.com.au) or by phone on 0419 726 322.
- If, upon our review, your concerns about privacy are not resolved to your satisfaction, you can contact the Office of the Australian Information Commissioner on 1300 363 992 or via [www.oaic.gov.au](http://www.oaic.gov.au).