

# Privacy Policy

This website privacy statement applies to this website operated by Rhima Australia Pty Ltd (ABN 63 007 242 604) under the domain name [www.rhima.com.au](http://www.rhima.com.au).

We recognise the importance of protecting your privacy, in particular information that is capable of identifying an individual ("personal privacy"). This privacy statement is our commitment to treat personal data with respect and integrity and explains the manner in which your personal data, obtained through the website, will be treated as you access and interact with it.

Any changes to this website privacy policy will be posted on this website. It is important that you review this policy regularly so that you are kept up to date with any changes. It is our intention that this policy protects your personal information from being dealt with in any way that is inconsistent with the applicable privacy laws in Australia.

## Personal information collected

Personal information about visitors to our website is only collected when knowingly and voluntarily submitted. This information may be collected to provide you with further services or to answer inquiries or requests.

## How we collect your personal information

You may browse certain information only areas on this website without providing any personal data. However if you wish for us to provide you with a full range of services we may need to use information gathered as outlined below:

- Information collected when you register or update an online profile, which may include personal data such as name and contact details
- Electronic forms you submit via this website requesting us to provide services, information, products or request for actions to be taken
- Information submitted if you become a client or debtor of Rhima Australia Pty Ltd
- Any messages or comments you submit to us via this Website which may include personal data such as name, email address, telephone number and other information you give us.

In common with many commercial websites we may also collect aggregated information which tells us about visitors to our website without the identity of said visitors. This may include information about date, time and duration of visits as well as pages visited. This information is used to help improve and administer the website.

## How we use the information we collect and possible secondary use of this information

Personal information that you have submitted is used only for the purposes intended unless we disclose other uses at the time of collection. Copies of correspondence that may contain personal information are stored and archived for record keeping and back-up purposes only.

Please be aware that we may use your email address to contact you in the future.

We will not divulge, sell or pass on your details to third parties. However sometimes we may use the information we collect for secondary purposes which may be different from the original reason for collection. We will only do so in the following circumstances:

- Where you have consented
- Where the secondary purpose is directly related to the first and it could be reasonably expected to use and or disclose the information
- Where we are permitted by law to do so
- If it is in the interest of public safety to do so or where we suspect that fraud or unlawful activity has been or may be engaged in.

## **How we keep your details secure and your access**

Unfortunately no data transmission over the internet can be guaranteed as to be totally secure. We are committed to ensure the security and have taken all appropriate steps to protect personal information.

Our employees and contracts are required to comply with our internal confidentiality practices.

A username and password may be essential for you to access some sections of this website. For your own protection we require you to keep these details confidential and to regularly change your password for security reasons.

However, we cannot ensure or warrant the security of information transmitted to us and individuals do so at their own risk. We will not be held responsible for events arising from unauthorised access.

On request, and subject to any authentication and authorisation considerations, we will provide you with access to any information we have collected about you through this website.

## **How we handle email and “contact us” messages and links to other sites**

We may keep the content of any email or “contact us” message or other electronic message that we receive. Any personal data contained in those messages will only be used or disclosed in ways set out in this privacy statement. The message content may be monitored by our service provider or our employees for purposes including compliance auditing and maintenance or where email abuse is suspected.

Our website may contain links to websites of other organisations which may be of interest to you. Linked websites are responsible for their own security and privacy practices and you should check for their statements.

## **Contact us about this statement**

Please contact us using details below if you wish to:

- Ask any questions or provide feedback about this website privacy statement
- Make a request for access to your personal data
- Make a complaint about the way in which we may have handled your personal data

Any information we provide in response may be limited to the extent permitted by any applicable law. Please also refer to our terms of use of this website.

Email: [info@rhima.com.au](mailto:info@rhima.com.au)  
Phone: (+61) 03 8586 5444  
Mail: General Manager  
Rhima Australia Pty Ltd  
PO Box 605  
BRAESIDE BC 3195