



WEBSITE PRIVACY POLICY

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This web site is owned and operated by Asset Data Manager and will be referred to as "We", "Our" and "Us" in this Internet Privacy Policy. By using this site, you agree to the Internet Privacy Policy of this website ("the web site"), which is set out on this website page. The Internet Privacy Policy relates to the collection and use of personal information you may supply to us through your conduct on the website.

Asset Data Manager reserves the right, at Asset Data Manager's discretion, to modify or remove portions of this Internet Privacy Policy at any time. This Internet Privacy Policy is in addition to any other terms and conditions applicable to the website. Asset Data Manager does not make any representations about third party websites that may be linked to the website.

Asset Data Manager recognises the importance of protecting the privacy of information collected about visitors to this website, in particular information that is capable of identifying an individual ("personal information"). This Internet Privacy Policy governs the manner in which the Clients personal information, obtained through the website, will be dealt with. This Internet Privacy Policy should be reviewed periodically so that the Client is updated on any changes. We welcome your comments and feedback.

Personal Information

1. Personal information about visitors to Our website is collected only when knowingly and voluntarily submitted. For example, We may need to collect such information to provide the Client with further service/s or to answer or forward any requests or enquiries. It is Our intention that this policy will protect the Client's personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

Use of Information

2. Personal information that visitors submit to Our website is used only for the purpose for which it is submitted or for such other secondary purposes that are related to the primary purpose, unless We disclose other uses in this Internet Privacy Policy or at the time of collection. Copies of correspondence sent from Our web site, that may contain personal information, are stored as archives for record-keeping and back-up purposes only.

Collecting information on Registered Users

3. As part of registering as a Client User with Us, We collect personal information about the Client in order for the Client to take full advantage of Our Service/s. To do this it may be necessary for the Client to provide additional information to Us as detailed below.
4. Registration is completely optional. Registration may include submitting the Clients

name, email address, address, telephone numbers, option on receiving updates and promotional material and other information. The Client may access this information at any time by logging in and going to the Client's account.

Credit Card Details

5. Credit Card details are only stored for the processing of payment and will be deleted once payment is processed.

Disclosure

6. Apart from where the Client has consented or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where We have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with Our rights or property, users, or anyone else who could be harmed by such activities. Also, We may disclose personal information when We believe in good faith that the law requires disclosure.
7. We may engage third parties to provide the Client with Service/s on Our behalf. In that circumstance, We may disclose the Clients personal information to those third parties in order to meet the Clients request for Service/s.

Security

8. We strive to ensure the security, integrity and privacy of personal information submitted to Our website, and We review and update security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.
9. When purchasing a Service/s from Us your financial details are passed through a secure server using the latest 128-bit SSL (secure sockets layer) encryption technology. 128-bit SSL encryption is the current industry standard. If the Client has any questions regarding the security policy, please contact customer support centre via the support page on Our website.
10. However, We will endeavour to take all reasonable steps to protect the personal information the Client may transmit to Us. Once We do receive your transmission, We will also make best efforts to ensure its security on Service/s.
11. In addition, Our employees and the contractors who provide Service/s related to Our information systems are obliged to respect the confidentiality of any personal information held by Us. However, We will not be held responsible for events arising from unauthorised access to the Clients personal information.

Collecting Information from Users

12. IP Addresses

Our web servers gather your IP address to assist with the diagnosis of problems or support issues with Our Service/s. Again, information is gathered in aggregate only and cannot be traced to an individual user.

13. Cookies and Applets

We use cookies to provide the Client with a better experience. These cookies allow Us to increase your security by storing your session ID and are a way of monitoring single user access.

This aggregate, non-personal information is collated and provided to Us to assist in analysing the usage of the site.

Access to Information

14. We will endeavour to take all reasonable steps to keep secure any information which we hold about the Client, and to keep this information accurate and up to date. If, at any time, the Client discovers that information held is incorrect, the Client may contact Us to have the information corrected.

15. In addition, Our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by Us.

Problems or questions

16. If We become aware of any ongoing concerns or problems with Our website, We will take these issues seriously and work to address these concerns. If the Client has any further queries relating to Our Privacy Policy, or the Client has a problem or complaint, please contact Us.

17. For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's web site; <http://www.privacy.gov.au/>.