

Privacy Policy

Workplace Wellbeing SA is committed to protecting the privacy of its clients and Website Users.

1. Interpretation

- a) “**Affiliate**” means a person or entity who is controlling, controlled by or under common control by another person or entity. A person is an Affiliate of another person if the person acts, or could reasonably be expected to act, in accordance with the other person’s directions or wishes, or in contract with the other person, in relation to the affairs of the person’s business and includes any spouse, or relative by blood or adoption of that person or any relative’s spouse and their respective heirs, executors, administrators and assigns;
 - b) “**Australian Privacy Principles**” means the privacy principles provided in the *Privacy Act 1988 (Cth)* as amended from time to time;
 - c) “**Personal Information**” has the meaning given by section 6 of the *Privacy Act 1988 (Cth)* as amended from time to time;
 - d) “**Sensitive Information**” has the meaning given by section 6 of the *Privacy Act 1988 (Cth)* as amended from time to time;
 - e) “**Workplace Wellbeing**” means Rebecca Weatherill Trading As Workplace Wellbeing SA (ABN 21 590 170 088);
 - f) “**Third Party Application**” means any application that is not controlled by Workplace Wellbeing SA or its Affiliates;
 - g) “**Third Party Link**” means any link or gateway that is not controlled by Workplace Wellbeing SA or its Affiliates;
 - h) “**Third Party Website**” means any website that is not controlled by Workplace Wellbeing SA or its Affiliates;
 - i) “**Website**” means the website of Workplace Wellbeing SA being <https://www.workplacewellbeingsa.com.au> and/or any online platform used or operated by Workplace Wellbeing SA to provide services;
 - j) “**Website Users**” means any person who accesses the Website and/or external websites through Third Party Links; and
 - k) “**You**” means any natural person or entity and/or organisation that you represent or have an interest in. “**Your**” has the corresponding meaning.
2. Workplace Wellbeing SA will act in accordance with the *Privacy Act 1988 (Cth)* and the *Spam Act 2003 (Cth)* and other applicable State and Federal legislation in relation to Personal Information.
 3. Workplace Wellbeing SA may collect, hold and/or use Your Personal Information for the following purposes:
 - a) to affect any obligation contained in any agreement entered into by You on the Website or in relation to the Website or services provided by Workplace Wellbeing SA;

- b) to verify Your identity or the identity of any entity that You represent and/or control;
 - c) to contact You in relation to affecting any obligation contained in any agreement entered into by You on the Website or in relation to the Website or any services provided by Workplace Wellbeing SA;
 - d) to perform direct marketing to You:
 - (i) if You would reasonably expect Workplace Wellbeing to use Your Personal Information other than Sensitive Information for this function; or
 - (ii) even if You would not reasonably expect Workplace Wellbeing SA to use Your Personal Information other than Sensitive Information for this function and You have provided consent to Workplace Wellbeing SA or it is not practical for Workplace Wellbeing SA to obtain Your consent. In such case, Workplace Wellbeing SA will provide a simple means for You to request to cease receiving direct marketing communications; and You have not requested that Workplace Wellbeing SA cease providing direct marketing communications to You;
 - e) if necessary for or directly related to one of the functions or activities of Workplace Wellbeing SA.
4. Workplace Wellbeing SA may collect, hold and/or use Your Personal Information including Sensitive Information for direct marketing purposes if You have consented to the use and disclosure of the information for this purpose and have not requested Workplace Wellbeing SA to cease providing direct marketing communications
5. You may request at any time that Workplace Wellbeing SA cease the communication of direct marketing materials by providing written notice to Workplace Wellbeing SA by email to rebecca@workplacewellbeingsa.com.au.
6. Workplace Wellbeing SA may collect Your Personal Information when:
- a) You enquire about Workplace Wellbeing SA providing services whether through the Website or any other method of communication;
 - b) when You fill out any forms and/or documents whether in digital format or hard copy format provided by Workplace Wellbeing SA;
 - c) when You engage Workplace Wellbeing SA to provide a service or otherwise use a service provided by Workplace Wellbeing SA;
 - d) when You access the Website or any other online platform in which Workplace Wellbeing SA has a presence including but not limited to social media platforms;
 - e) when You correspond and/or communicate with Workplace Wellbeing SA;
 - f) when available through public sources; and
 - g) when required by law.
7. Workplace Wellbeing SA may collect from You, hold and/or use the following kinds of Personal Information:

- a) Your name;
 - b) Your address;
 - c) Your contact details including but not limited to telephone number and email address;
 - d) Your credit card and/or other payment details;
 - e) the name of any entity and/or organisation that You represent or have an interest in;
 - f) the address of any entity and/or organisation that You represent or have an interest in;
 - g) the contact details including but not limited to telephone number and email address of any entity and/or organisation that You represent or have an interest in; and
 - h) the credit card and/or other payment details of any entity and/or organisation that You represent or have an interest in.
8. Workplace Wellbeing SA may disclose Personal Information to third parties who may be located overseas to affect any obligation contained in any agreement entered into by You on or in relation to the Website or services provided by Workplace Wellbeing SA. Examples of such third parties include but are not limited to:
- a) marketing, advertising, search engine optimisation, search engine marketing and/or like professionals engaged by Workplace Wellbeing SA;
 - b) information technology and/or cybersecurity professionals engaged by Workplace Wellbeing SA;
 - c) Third Party Applications and Third Party Websites;
 - d) Your authorised representative(s) when Workplace Wellbeing SA is requested expressly by You in writing;
 - e) Workplace Wellbeing SA's professional advisors; or
 - f) government, regulatory authorities, law enforcement agencies and any other organisation when required by law.

If Workplace Wellbeing SA discloses Your Personal Information to third parties located overseas, Workplace Wellbeing SA will take reasonable steps in the circumstances to make sure that the third party located overseas does not breach the Australian Privacy Principles.

9. You acknowledge that Workplace Wellbeing SA may store and/or manage Your Personal Information in servers and/or cloud-based storage systems located overseas.
10. Workplace Wellbeing SA will only collect Personal Information using lawful and fair practices.
11. Workplace Wellbeing SA will not collect, hold and/or use Your Personal Information for any other purpose than listed above without Your prior consent unless permitted by the Australian Privacy Principles or as required by law.

12. In the event that We receive Your unsolicited Personal Information from a third party and We determine that we could not have collected Your Personal Information from You or Your Personal Information is not contained in a Commonwealth record, then We will destroy or de-identify Your Personal Information if lawful and reasonable in the circumstances.
13. Workplace Wellbeing SA will take all reasonable steps to ensure that Personal Information collected, held used or disclosed is accurate, current, complete, relevant and not misleading. Workplace Wellbeing SA may correct Your Personal Information if reasonable taking into account the purpose for which the Personal Information is held.
14. Workplace Wellbeing SA accepts no liability for the privacy practices of Third Party Websites and/or external websites and service providers connected with the services provided by Workplace Wellbeing SA or access to or use of the Website.
15. Data files known as 'Cookies' or any equivalent software or code including but not limited to Facebook Pixel and Google Analytics may be used by Your internet browser on Your computer or other electronic device to retain data. Cookies are used to determine how people use the internet for purposes including but not limited to targeted marketing and to improve the user's experience. The following information may be obtained from You by Cookies or equivalent software or codes:
 - a) Your computer operating system;
 - b) Your computer's internet browsing software; and
 - c) details as to Your use of the internet.
16. You may at any time contact Workplace Wellbeing SA by email to rebecca@workplacewellbeingsa.com.au to request access to any of Your Personal Information collected, held or used by Workplace Wellbeing SA. Workplace Wellbeing SA will respond to any request in a timely manner taking into consideration the nature of the request. Personal Information will be provided in the manner requested unless unreasonable and impractical as determined by Workplace Wellbeing SA. If Workplace Wellbeing SA refuses to provide access to any Personal Information in accordance with the Australian Privacy Principles or refuses to provide the Personal Information in the manner requested, Workplace Wellbeing SA will provide written notice of the reasons for refusal unless unreasonable and any method that may be used to complain about the refusal.
17. You may at any time contact Workplace Wellbeing SA by email to rebecca@workplacewellbeingsa.com.au to correct Your Personal Information if reasonable taking into account the purpose for which the Personal Information is held. Workplace Wellbeing SA will respond to any request in a timely manner.
18. You may at any time contact Workplace Wellbeing SA by email to rebecca@workplacewellbeingsa.com.au with any queries and/or complaints in relation to this privacy policy. Workplace Wellbeing SA will respond to any request in writing in a timely manner taking into consideration the nature of the query and/or complaint.
19. Workplace Wellbeing SA reserves the right to amend this policy from time to time to comply with the *Australian Privacy Act 1988* (Cth) and any other applicable State or Federal legislation.