

# Privacy Policy

## Collection and Use of Information

Guerdon Associates Pty Ltd, ABN 47 618 560 991, collects personal data for the purpose of providing a specific product or service requested by a client or subscriber to our GuerdonNews® service and/or GuerdonData® remuneration database service. Certain information may be required or requested in order to provide this product or service, such as full name of client and/or recipient, position, organisation name, authorised users, e-mail address, billing address, and contact phone numbers.

The information collected may also be used to inform the client and/or subscriber of additional products and services, which may be of interest to them. All marketing material sent to the customer will include an option for the customer to request removal from mailing or contact lists for any future marketing.

## Disclosure of Information

Guerdon Associates will not disclose any personal information such as your name, address, email, or telephone number to any person outside of the company, unless (1) it is necessary for a business partnering with Guerdon Associates to deliver a jointly developed and delivered product or service, or (2) the customer has authorised us to do so or (3) to prevent unauthorised use of Guerdon Associates services or (4) unless required by law to disclose such information. Furthermore, under no circumstances will Guerdon Associates sell or receive payments or services for disclosing a customer's personal information to any partner or external company.

# Unsubscribing from GuerdonNews®

Guerdon Associates clients can elect to receive GuerdonNews® by joining as a GuerdonNews® subscriber and opting to receive our plain text or HTML email. At any stage, should you wish to stop receiving any of these News emails, simply click on the “Unsubscribe” link at the bottom of the email. If you have any concerns, please contact us

## Our Website

You are not required to provide us with any personal information when visiting our website. However, sometimes we need to collect your information from our website to provide services that you request, for example, when you apply to subscribe to GuerdonNews® or GuerdonData® services.

When you visit our website, or download information from it, our Internet Service Provider makes a record of your visit and records the following information: your internet address, your domain name if applicable, the date and time of your visit to the website, the pages you accessed and documents downloaded, the previous website you have visited and the type of browser you are using. This information is only used for statistical and website development purposes.

## Cookies

A cookie is a small message given to your web browser by our web server. The browser stores the message in a text file, and the message is then sent back to the server each time the browser requests a page from the server.

Guerdon Associates does use cookies on this site. If you have registered as a user, the main cookie carries your unique identification number to ensure that you remain on your account and are not able to review another user’s account. The

data in this cookie is encrypted. Other minor cookies are used, but contain flags that assist with website navigation from one page to another and do not store any of your personal information.

When cookies are used on this site, they are used to store information relating to your visit such as a unique identifier, or a value to indicate whether you have seen a web page. They are used to distinguish your Internet Browser from the thousands of other browsers. This site will not store personal information such as email address or other details in a cookie.

Most Internet browsers are set up to accept cookies. If you do not wish to receive cookies, you may be able to change the settings of your browser to refuse all cookies or to notify you each time a cookie is sent to your computer, giving you the choice whether to accept it or not.

## **Security**

We use a variety of physical and electronic security measures including restricting physical access to our offices and firewalls and secure databases to keep personal information secure from misuse, loss or unauthorised use or disclosure.

The Internet is not a secure environment. If you send us information, including your email address, it is sent at your own risk.