

Privacy Policy

Purpose of the Policy

NúmeroPro takes its obligations under the Privacy Act 1988 (Cth) and other applicable privacy laws seriously. We respect the privacy of the personal information that we hold. This policy sets out how we handle personal information about individuals.

We are committed to maintaining the privacy of personal information you provide to us when using our web site located at www.numeropro.com. This Privacy Policy describes how we treat personal information received about you when you visit our Site. Please note that we may make content or services from other web sites available to you from links located on our Site. These other web sites are not subject to this Privacy Policy. We recommend that you review the privacy policy at each such web site to determine how that site protects your privacy.

How we collect Personal Information

NúmeroPro collects personal information in a variety of ways, including:

- directly from people when they provide information by phone, in person or in written/online form
- from third parties such as government agencies
- information from referees

Where possible, NúmeroPro will collect personal information directly from the individual concerned. In some cases we may receive personal information about an individual from third parties such as referees and government agencies. In either case, we will take reasonable steps to ensure that the individual is aware of the purposes for which the information is collected.

Use and Disclosure of Personal Information

We may provide relevant personal information about individuals to government departments and sponsor organisations where we are required or authorised by law to do so. We may otherwise use or disclose personal information about staff, children, parents or other individuals for purposes related to the main purpose for which the information was collected, with the consent of the individual (or with the consent of parents, guardians or authorised representatives as appropriate) or as required or authorised by law.

Storage

We will take reasonable steps to protect the security of the personal information that we hold from misuse and loss and unauthorised access, modification or disclosure, this includes appropriate measures to protect electronic materials and materials stored and generated in hard copy. We train our employees how to properly handle personal information and we restrict access to what is necessary for specific job functions.

What happens if an individual chooses not to provide the information?

Individuals are not obliged to give us their personal information. However, if an individual chooses not to provide the NúmeroPro with certain personal information, particularly that information which we are required to collect by law, then we may not be able to provide you with the full range of our services.

Access and correction

You can request access to, and correction of, the personal information that the NúmeroPro holds about you. If you wish to do so please contact us at info@numeropro.com. We take reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date.

Complaints

If you have any complaints about our privacy practices, or wish to make a complaint about how your personal information is managed by the NúmeroPro, please contact us on info@numeropro.com.

We may revise and update this Privacy Policy by posting a revised Privacy Policy on our Site as and when we see fit.