

Privacy Policy

Shortlead.com.au is committed to protecting the privacy of client information. The information we collect is used exclusively to facilitate services that we provide to you. We value your privacy and will take all necessary steps to protect it.

Types of Information Collected

When you register your interest on the Shortlead.com.au site, we ask you to provide some of the following information depending on the form you are completing: first and last name, organisation name, industry, job title, email, postal address, phone number and fax number. Some of this information is optional. We collect personal data when you buy products and services on our website.

We will not sell, transfer, assign or rent your customer information to any third party without your permission, unless required by law.

If you purchase products or services through the Web site, we may also collect order information and credit card numbers. The information will not be shared with advertisers or other vendors unless you give us permission to do so.

We do not collect personal data that Privacy laws consider "sensitive." That is, we do not collect information about an individual's medical condition, racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership.

We also do not knowingly collect information from children. If we request this information in the future, we will notify you in advance and you may provide this information only if you so elect to on an "opt-in" basis only.

Personal information about you, whether obtained through collection or tracking, may be used by Shortlead.com.au to contact you again either by online electronic communication (such as e-mail), or by regular mail or telephone.

By visiting our Web Site, you expressly consent to the collection and use by Shortlead.com.au of personal information according to this Privacy Policy.

Security and Enforcement

We protect your information from loss, misuse, alteration, or unauthorized disclosure by requiring employees with access to personal data to comply with our privacy policy. In addition, our Privacy Director enforces this policy and endeavours to make it comply with relevant Australian privacy legislation.

Any employees who have access to customer data are required to comply with this Privacy Policy. Any employee who violates or abuses our privacy practices is subject to disciplinary action, including termination of employment and may be subject to legal proceedings.

You can unsubscribe from our newsletter at any time by clicking on the "Unsubscribe" link included at the end of each mailing.

Contact our Privacy Director to resolve any questions, suggestions, concerns and complaints you might have regarding our privacy practices.

Shared Information/Opt-out

We will not sell, transfer, assign or rent your customer information to any third party without your permission. In the unlikely event that we change this policy, we will provide advance notice.

We may however disclose customer data to those parties who help us deliver services to you, such as the companies that distribute our publications and content providers that have co-branded services on our site. When we disclose customer data to such third parties, we require them to comply with this Privacy Policy.

In situations where required by law, we may share this information in cooperation with law enforcement authorities.

Links to other Web Sites

This site has links to other websites, however Shortlead.com.au is not responsible for the privacy policies or the content of any such Web Sites.

Your Access to Personal Data

Newsletter subscribers and recipients of our promotional mailings can use the "Unsubscribe" link to be removed from our mailing lists. Please contact our Privacy Director to deactivate your personal data from our records.

If you have questions, concerns or complaints about our Privacy Policy or practices, you may contact:

Lyn Meharg - Administration and Privacy Director

Shortlead.com.au Pty Ltd

Telephone: 1300 79 20 30

Email: admin@shortlead.com.au