

VALISE.TV Pty Ltd

PRIVACY POLICY

Introduction

In this Privacy Policy, 'us' 'we' or 'our' means VALISE.TV Pty Ltd (ABN 50 615 474 078), a corporation organised and existing under the laws of Australia with a registered address at Level 29, 66 Goulburn Street, Sydney NSW 2000 (**Valise**). We are committed to respecting your privacy. Our Privacy Policy sets out how we collect, use, store and disclose your personal information.

By providing personal information to us, you consent to our collection, use and disclosure of your personal information in accordance with this Privacy Policy and any other arrangements that apply between us. We may change our Privacy Policy from time to time by publishing changes to it on our website. We encourage you to check our website periodically to ensure that you are aware of our current Privacy Policy.

Personal Information

Personal information includes information or an opinion about an individual that is reasonably identifiable. For example, this may include your name, email address, telephone number and other contract details and information about your age, gender or personal preferences.

Collection of personal information

You may provide us with personal information when you create an account with us, or when you interact with the VALISE® suite software.

The information you provide us is stored with third-party cloud providers that are located in Australia, Europe and the United States. We only use industry-standard cloud providers for hosting, storage, back-up and archival of your information.

Use of personal information

If you do provide us with personal information, we may use that personal information for the following purposes:

- to enable you to access and use our digital assistant services and other services we may provide from time to time;
- to operate, protect, improve and optimise our digital assistant services and other services we may provide from time to time;
- to send you support and administrative messages, reminders, technical notices, updates, security alerts, and information requested by you;
- to send you information about new products or services that may be of interest to you (this is usually sent as a newsletter to your email address); and
- to comply with our legal obligations.

Sharing of your personal information

We do not share your personal information except for the purposes of providing our services to you. This may include sharing your personal information with:

- our employees and related bodies corporate;
- third party service providers that we use to provide our services (including providers for the operation of our hosting, storage, back-up and archival of your information); and
- payment systems operators (eg merchants receiving card payments).

We may transfer information outside of Australia to cloud providers located overseas. We will only transfer information for the purposes of delivering our services. Should we transfer information overseas, we will take reasonable steps to ensure that any overseas recipient will deal with such personal information in a way that is consistent with the Australian Privacy Principles.

Accessing or correcting your personal information

You can access the personal information we hold about you by contacting us using the information below. Sometimes, we may not be able to provide you with access to all of your personal information and, where this is the case, we will tell you why. We may also need to verify your identity when you request your personal information.

If you think that any personal information we hold about you is inaccurate, please contact us and we will take reasonable steps to ensure that it is corrected.

Contacting us

For further information about our Privacy Policy or practices, or to access or correct your personal information, or make a complaint, please contact us at support@valisesuite.com.