

## **PRIVACY STATEMENT**

Women in Business Regional Network takes your privacy seriously. This privacy statement provides information about the personal and business information that we hold & collect, and the ways in which Women in Business Regional Network and its staff uses that personal and business information.

### **Personal and business information collection**

Personal or business information held by Women in Business Regional Network may include your name and/or business name, current and previous addresses, telephone/mobile phone number, web addresses, Facebook and other social media addresses and e-mail address.

Information is gathered either through membership records or through completion of our signup or other forms during events. We may also hold information that we have sourced from other publicly available information sources.

We will not publish your information save and except for your entries on the Women in Business Regional Network directory online or in print.

We may provide details of your business, including publicly-available contact information, to a third party only if that party is in keeping with the philosophies of the Women in Business Regional Network. If you are a member the information you have provided about your business for the purposes of our directory and/or Women in Business Regional Network purposes may be published on our website, Facebook or used for publicity purposes and provided to our advertisers if they meet the aims and objectives of the Women in Business Regional Network.

This information will only be provided to a third party on the basis that it will only be used within the laws that govern communications, including providing optout/unsubscribe options.

The personal details not forming part of the business profile of members are not published or shared and are not made available to anyone who is not the site's administrator.

### **Using personal and business information**

Your personal and business information collected by this website is used for the purpose of distributing news and information about Women in Business Regional Network activities and those activities or items of interest to women in business in regional areas.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, Women in Business Regional Network may disclose your personal or business information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

We will not sell or distribute your information that's not included in your business listing to any third party.

**Your rights to access the information we hold about you.**

You are entitled to access personal or business information held by us about you - unless an exception occurs under the Privacy Act. Contact us if you would like access to the information we hold about you. You will be required to provide proof of identity and submit and sign a written application.

**Securing your data**

Women in Business Regional Network takes reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal or business information.

**Help us to ensure we hold accurate information**

Women in Business Regional Network takes all reasonable precautions to ensure that the personal or business information we collect, use and disclose is accurate, complete and up-to-date however we cannot guarantee that it is accurate, complete and up to date. If any of the information on this website, relates to you, or your business, and it is not complete, accurate and/or up to date please contact us and we will rectify it.

**Contact Women in Business Regional Network**

If you have any questions about this privacy policy or Women in Business Regional Network's treatment of your personal or business information, please contact us:

- by email to [network@wibnetwork.com.au](mailto:network@wibnetwork.com.au); or
- by post to 11 Dwiar Road, Victor Harbor, SA 5211