



## **PRIVACY POLICY**

At Optilink your privacy is our priority. We honour without reservation our obligation to respect and protect the privacy of your personal information.

### **The information we collect**

The information we collect is dependant on what details you provide when (and if) sending an email or resume. Information is also collected if you update and submit contact details once logged into Optilink.

### **How we use the information**

We use the information we collect to contact you regarding Optilink's products and services.

### **Keeping information accurate and up-to-date**

We take all reasonable steps to ensure that all information we hold is as accurate as possible. Please contact us at any time and ask for its correction if you feel the information we have about you is inaccurate or incomplete.

### **Security**

We use security procedures and the latest technology to protect the information we hold. Access to and use of personal information within Optilink is appropriately limited to prevent misuse or unlawful disclosure of the information. To ensure ongoing privacy we recommend you maintain confidentiality of any user name and password details for Optilink. Personal information will not be released to persons or entities outside our organisation without your consent except where:

- a) such disclosure is permitted under the Privacy Act 1988
- b) Optilink is required by law to disclose information to third parties
- c) Optilink has outsourced some internal functions to third party contractors, for example, data warehousing, hosting servers or mail houses.

### **How to contact us**

If you would like to contact us about any questions or concerns you have about our privacy policy, please send us an email to [optilink@bigpond.com](mailto:optilink@bigpond.com)