



**Evolving Pathways**  
**ABN 29 668 807 289 / ACN 668 807 289**  
**PRIVACY POLICY**

We respect the privacy of all my customers and business contacts, and are committed to safeguarding the personal information which you provide me. We are bound by the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 and have developed this Policy in line with these obligations.

This Policy sets out our privacy obligations to you and explains the types of personal information that we may collect, hold, use and with whom the information is shared. It also sets out how you can contact me if you have any queries or concerns about this information.

We may amend or replace this Policy from time to time without prior notification. Any changes to this Policy will be effective as soon as it is posted. If you continue to use the Evolving Pathways website or accept our services after changes have been posted, you are regarded as having accepted the Policy changes.

**Types of information collected**

We may collect personal information about you, including your name, email address, physical/postal address, IP addresses of your personal computer, date of birth, telephone numbers and banking details.

We may also collect sensitive information about you, like information about your health, racial or ethnic origin, your political opinions or memberships, your religious beliefs or affiliations or your sexual orientation and practices. The NPP's imposes detailed restrictions on our use and disclosure of any sensitive information that is collected by or disclosed to me.

**How your information is collected**

We collect this information directly from you via our website or communications with you or from business cards or on a form you complete (for example a service request form) or from a third party you have authorised to provide us with that information (like business associates, employers, credit reference agencies, banks, credit reporting bureaus or other sources including



publications and databases which are publicly or commercially available) or from customer surveys you complete.

By providing us with personal information about yourself when you use our website or when you accept our services, you consent to the collection, use, disclosure and transfer of that information as set out in this Policy. By using our website, you also consent to our use of cookies.

### **Why we collect your information and how I use that information**

Generally, we collect and use personal information so that we can provide our services to you, to meet our obligations to you, to keep in contact with you and to update you on our business activities. We may also collect and use your personal information to assist in identifying ways in which we can provide you with a better service or to enhance your experience of our website.

Unless you tell us otherwise, we may use personal information about you for marketing and research purposes. You can let us know at any time if you no longer wish to receive marketing material. Please note that we may still need to use your personal information to provide you with the services you have requested from us as a customer or client.

### **How your information is disclosed**

All information collected by us will not be shared with any other person, other than those retained to assist in the provision of our services to you. These include any of our employees, agents, consultants and sub-contractors, along with those who assist us in running our company and our website. We may also disclose your personal information to a third party who will provide related services to you. If that is the case, we will take reasonable steps to require that these organisations agree to comply with the APPs and that they acknowledge the privacy and confidentiality of your information.

When delivering our services to you, it may be necessary to transfer your information to countries outside Australia. In such instances, we will take reasonable steps to ensure your privacy rights will not be violated and held to the same high standards.

The only other time we will disclose your information is when we are legally bound to do as required by the law or by the court or a statutory body.



**Keeping your information secure and accurate**

We will take appropriate steps to keep your information confidential and secure and to ensure that it is complete and accurate. Under the APPs you have the right to request access to the personal information we hold about you or to request that any personal information we hold about you is corrected.

**Contact on privacy issues**

For further information about your privacy rights visit the Australian Information Commissioner's website at [www.oaic.gov.au](http://www.oaic.gov.au).

If you feel that we have not complied with any of our privacy obligations, or if you have other privacy related queries (including a request to access or correct any information we hold about you), please contact me at the following:

By email at:	welcome@evolvingpathways.org
By letter to:	184 Main Road, McLaren Vale, SA 5171