

PRIVACY POLICY

WORKLIFE CALENDAR APP PRIVACY POLICY

Opanna Enterprises Pty Ltd (**Opanna Enterprises**) collects personal information about you when you register to use and/or use WorkLife Calendar software provided by Opanna Enterprises and any service supplied to you by Opanna Enterprises (together known as the **Application**).

Personal information is any information or opinion about you from which your identity can be ascertained, including your name, email address and other information you provide that may assist Opanna Enterprises in conducting its business or meeting its legal obligations.

Opanna Enterprises follows the National Privacy Principles (**NPPs**) set out in the Privacy Act 1988 (Cth) (**Privacy Act**) when dealing with your personal information.

USE AND DISCLOSURE OF PERSONAL INFORMATION

Opanna Enterprises may use and disclose your personal information for the primary purpose for which it is collected, for reasonably expected secondary purposes which are related to the primary purpose and in other circumstances authorised by the Privacy Act.

For example, **Opanna Enterprises** collects and holds personal information about you for the purpose of:

- Providing you with the Application;
- Providing you with access to social networking services within the Application;
- Conducting Opanna Enterprises' business;
- Customising promotional or advertising material made available via the Application;
- Contacting you regarding the Application; and
- Monitoring your use of the Application.

In most cases, if you do not provide Opanna Enterprises with requested personal information, Opanna Enterprises may not be able to supply you with full access to the Application.

Ordinarily, personal information will only be directly collected from you, and Opanna Enterprises will not use your personal information for purposes unrelated to the Application unless Opanna Enterprises first obtains your consent. If you agree, Opanna Enterprises will collect personal information from you via social networking and other mediums you nominate, such as via a connection with Facebook and LinkedIn.

Opanna Enterprises will always use fair and lawful means of collecting personal information, and where possible, will give you the option of interacting with us anonymously, provided it is practicable and lawful to do so.

Opanna Enterprises may disclose your personal information to:

- Our related bodies corporate;

- Third parties (including customers of the Application) or individuals who assist us in providing the Application, who contribute to the Application or who perform functions on our behalf (such as consultants, agents, lawyers etc); or
- Anyone else who you authorise us to make a disclosure to.

Opanna Enterprises will not send your personal information outside of Australia without:

- Obtaining your consent (in some cases this consent will be implied by your use of the Application); or
- Otherwise complying with the NPPs.

Opanna Enterprises does not represent third parties who may receive your personal information will have privacy policies equivalent to this one or be subject to the Privacy Act.

STORAGE AND SECURITY

During transmission, Opanna Enterprises cannot guarantee the privacy or security of personal information you submit. However, once received, Opanna Enterprises takes reasonable steps to securely store your personal information and to protect it from loss, misuse or unauthorised access, disclosure or modification. For example, Opanna Enterprises may implement measures to safeguard your information in the form of written privacy policies and physical, electronic or procedural protection. Information is destroyed or permanently de-identified when it is no longer needed for any purpose for which it was collected.

DISPLAY OF ADVERTISEMENTS

The Application offered is supported by advertising. Opanna Enterprises may work with third-party companies, such as advertising networks and exchanges, to allow Opanna Enterprises to serve you advertisements.

These third party ad-networks and exchange providers may use third-party cookies, web beacons, or similar technologies to collect information about your visit to their sites and elsewhere on the Internet. These service providers may use these technologies to collect information to provide you with more relevant advertising on the Application and on the web. Third party cookies are covered by the third-parties' privacy policy.

ACCESS TO PERSONAL INFORMATION AND CORRECTION

If you have questions or concerns regarding this Privacy Policy, complaints regarding how we handle your personal information or would like to make an access request, please contact Opanna Enterprises in writing to admin@worklifecalendar.com.au.

On your request, Opanna Enterprises will assess your request/complaint and all reasonable steps (if any) will be taken to remedy the request/complaint. Opanna Enterprises may require you to reasonably identify yourself as part of an access request and may also charge a fee for providing access (which will be limited to the amount of our reasonable expenses incurred in responding to your request). Opanna Enterprises will endeavour to respond within 30 days of receipt of your written request/complaint by its Privacy Officer. If you are not satisfied with the manner in which Opanna Enterprises deals with your request/complaint, you may refer it to the Office of the Australian Information Commissioner.

