# **PRIVACY POLICY**

Coogee Sports & Remedial Massage regards client privacy as a serious and important part of our client relationship. The following privacy policy applies to all Coogee Sports & Remedial Massage users and conforms to internet privacy standards. If you have questions or concerns regarding this statement, you can contact us at coogeeremedialmassage@gmail.com

# **Collection of Information**

In order to use the Coogee Sports & Remedial Massage website, we may require information from you in order to provide the best possible service. All correspondence may also be collected and stored, particularly in regard to sales, support and accounts, including email.

## **Use of Collected Information**

Any details collected from Coogee Sports & Remedial Massage clients is required in order to provide you with our services, and a high level of customer service. Correspondence is recorded in order to provide service references and to assist in our service development.

# **Storage of Collected Information**

The security of your personal information is important to us. When you enter sensitive information (such as contact details) on our website, it is encrypted using secure socket layer technology (SSL). We never permanently store client details on our website. We follow accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. If you have any questions about security on our website you can contact us at coogeeremedialmassage@gmail.com

## Access to Collected Information

If your personally identifiable information changes, or if you no longer desire our service, you may correct, update or deactivate your client file by emailing us at <a href="mailto:coogeeremedialmassage@gmail.com">coogeeremedialmassage@gmail.com</a>. To comply with NSW Legislation however, we need to store all client files for at least 12 years.

### **Orders**

If you purchase a service or product from us, we request certain personally identifiable information from you. You may be required to provide contact information such as name, contact number, email and billing address, or financial information such as debit or credit card number and expiration date. Financial data will not be stored however.

#### Communications

Coogee Sports & Remedial Massage uses personally identifiable information for essential communications such as emails, account information, and critical service details. We may also use this information for other purposes including some promotional emails or texts. If at any time a client wishes not to receive such correspondence, they can request to be removed from any mailing lists by emailing us at <a href="mailto:coogeeremedialmassage@gmail.com">coogeeremedialmassage@gmail.com</a>

As part of the services that we provide, we may also use personal information that we have collected to identify a product or service that may benefit a particular person or group of people. This can involve contacting individuals from time to time via email or text to let them know about a product or service that we believe might be of interest to them. However, an individual can opt-out, unsubscribe or make a request not to receive direct marketing communications from us by emailing us at <a href="mailto:coogeeremedialmassage@gmail.com">coogeeremedialmassage@gmail.com</a>

#### **Third Parties**

Coogee Sports & Remedial Massage may at its discretion use other third parties to provide essential services on our site or for our businesses processes. We may share your details as necessary for the third party to provide that service. These third parties are prohibited from using your personal, contact or financial information for any other purpose. Coogee Sports & Remedial Massage does not share any information with third parties for any unknown or unrelated uses.

### Legal

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our website.

#### Links

This website contains links to websites which are owned or operated by other parties. You should make your own enquiries as to the privacy policies of these parties. We are not responsible for information on, or the privacy practices of, such websites.

# **Changes to Privacy Policy**

From time to time it may be necessary for us to review and revise our privacy policy. We reserve the right to change our privacy policy at any time.