

# Privacy Statement Web Site

Please read the Privacy Policy carefully before using this site

Michelle Mitchell ABN 64 340 659 080 ("MM") takes the security and privacy of their contacts about which they hold information seriously. The purpose of this policy is to describe to you the information we may hold about you, explain what we use it for, and explain your rights in relation to it. By visiting any MM company website, you are accepting the practices described in this

## Privacy Policy

### WHAT INFORMATION DO WE COLLECT?

In general, you can access and consult any MM Website without disclosing or revealing any personal information about yourself.

However, in order to better provide you with products and services, certain MM websites may collect one or both of the following types of information from you: Personally Identifiable Information and Non-Personally Identifiable Information.

Personally Identifiable Information refers to information that lets us know the specifics of who you are.

Personal information is requested when you order a service, register for an account and send us feedback. For example, this information might include your name, address (both billing and registered), email address, work and home details, and credit card or other payment information. Such information may be held on our contacts and administration databases either because of the work we have done with you or are currently engaged in, or because we believe you might be interested in receiving material from us about our business and services.

This allows us to manage our relationship with you efficiently, improve our Website and the services which we offer to you and to target items of interest we may send to you.

Non-Personally Identifiable Information refers to information that is statistical in nature only and that does not, by itself, identify a specific individual or entity, and which depends upon the visiting you do on the MM websites. For example, this information may include the domain from which you access the Internet, the date and time you access any MM website, and the Internet address of the website from which you linked directly to any MM website.

This information is used in an aggregate form to make the MM websites more useful and attractive to its users.

### DOES MM SHARE THE INFORMATION IT RECEIVES?

Information about our clients is an important part of our business and MM is does not sell, give or trade it to others. We share personally identifiable information only as set forth below:

1. By transfer to other MM Group companies where it is necessary to meet the purpose for which you have submitted the information. By submitting data on any MM Group company website, you are providing explicit consent to trans-border transmission of data collected on that website.
2. By transfer to third party agents and subcontractors which perform certain functions on behalf of MM, such as sending email, removing repetitive information from client lists, analysing data and processing credit card payments. These parties only have access to such information as necessary to perform their functions and may not use it for any other purpose.
3. For any reason if, in MM' sole discretion, MM believes it is reasonable to do so, including: to satisfy any laws, regulations, or governmental or legal requests for such information; to disclose information that is necessary to identify, contact or bring legal action against someone who may be violating our terms and conditions; or to otherwise protect the MM Group of companies.

## **HOW DOES MM PROTECT YOUR INFORMATION?**

We follow strict security procedures in the storage and disclosure of information which you have given us in order to prevent unauthorised access. However, the MM site contains links to other websites.

MM does not control and is not responsible for the privacy practices or the content of these other websites.

### **"Cookies" and how MM uses them**

A "cookie" is a small data file that can be placed on your hard drive when you visit certain websites. MM websites may use cookies to collect, store and sometimes track information for statistical purposes to improve the products and services MM provide and to manage the MM telecommunication networks.

If you are a registered user of any MM website which requires registration and have created your own access portal, we will use a cookie to save your settings and provide customised and personalised services. These cookies do not enable third parties to access any of your personally identifiable information.

Third party websites may also use their own cookies. MM does not control use of such cookies and expressly disclaims responsibility for information collected through them.

## **YOUR RIGHTS**

Regarding the information held about you by MM, you may, for example, request us to provide you with a list and a description of this information, request us to amend any inaccuracies, or notify us that you do not consent to our continued use of this information by contacting us in the manner set out below.

We also welcome questions and your comments about our data protection policy.

## **HOW TO CONTACT US?**

At any time using one of the methods below:

(i) by emailing us at [reception@yuthexcel.com.au](mailto:reception@yuthexcel.com.au)

(ii) by writing to us: Michelle Mitchell  
Post Office Box 5230 Brendale QLD 4500 AUSTRALIA

(iii) by calling us: + 61 7 3482 3466

We look forward to improving our services from your feedback.