



Privacy Policy

Innovation Station respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. This policy sets out how we collect and treat your personal information. “Personal information” is information we hold which is identifiable as being about you.

1. Collection of personal information

- a. Innovation Station will, from time to time, receive and store personal information you enter onto our website, provide to us directly or give to us in other forms.
- b. You may provide basic information such as your name, phone number, address and email address to enable us to send information, provide updates and process your product or service order. We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, change your content or email preference, respond to surveys and/or promotions, provide financial or credit card information, or communicate with our customer support.
- c. Additionally, we may also collect any other information you provide while interacting with us.

2. How we collect your personal information

Innovation Station collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we provide our services to you.

3. Use of your personal information

- a. Innovation Station may use personal information collected from you to provide you with information, updates and our services. We may also make you aware of new and additional products, services and opportunities available to you. We may use your personal information to improve our products and services and better understand your needs.
- b. Innovation Station may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

4. Disclosure of your personal information

- a. We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as

reasonably necessary for the purposes set out in this Policy. Personal information is only supplied to a third party when it is required for the delivery of our services.

- b. We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.
- c. We may also use your personal information to protect the copyright, trademarks, legal rights, property or safety of Innovation Station, www.innovationstation.com.au, its customers or third parties.
- d. Information that we collect may from time to time be stored, processed in or transferred between parties located in countries outside of Australia.
- e. If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser under an agreement to maintain confidentiality. We would seek to only disclose information in good faith and where required by any of the above circumstances. By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.
- f. By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.

5. Security of your personal information

- a. We may hold your personal information in either electronic or hard copy form. We take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure and we use a number of physical, administrative, personnel and technical measures to protect your personal information. For example, we store email and other customer details using recognised service providers (e.g. MailChimp, Dropbox, Google Drive and other services). However, we cannot guarantee the security of your personal information.
- b. The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

6. Access to your personal information

You may gain access to Information that Innovation Station has collected about you, by contacting the person named below.

7. Complaints about privacy

You may make a complaint about Innovation Station's handling of your personal information, or in relation to your dealings with us about your personal information, by contacting the person named below. We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

8. Changes to Privacy Policy

Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website or notice board. Please check back from time to time to review our Privacy Policy.

9. Website

- a. When you visit our website (www.innovationstation.com.au) we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.
- b. Our website uses cookies to identify site users and their interests and to track usage of the site. Cookies are small pieces of text stored on a computer that help us to know which browser the operator is using, where they have been on the site and any websites to which they may link in order to use some of our features. By acceptance of our cookie, the user will be permitted access to certain pages of the site without having to log in each time they visit. A user who does not accept the cookie from the site may not be able to access certain areas of the site.
- c. Our website may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience.
- d. Third party sites: Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth). If you would like a copy of the information which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact the person named below. We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act. Third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that Innovation Station is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

10. How to Contact Us

If you have any questions about this Privacy Policy, please contact:

Innovation Station

Phone: 02 9144 5442

Email: diana@innovationstation.com

Suite 5, 83 Grandview Street Pymble 2073 NSW

