

LYNDAKELLYNETWORKS PRIVACY POLICY NOVEMBER 2020

Using your information

LyndaKellyNetworks (LKN), directed by Dr Lynda Kelly, is committed to providing quality services to you. This policy outlines our ongoing obligations to you about how we manage your Personal Information.

LKN has adopted the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). This governs the LKN collects, uses, discloses, stores and disposes of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at www.privacy.gov.au

What is Personal Information and why does LKN collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names and email addresses.

This Personal Information is obtained in a number of ways including email, website enquiry forms or from other publicly available sources and from third parties. LKN doesn't guarantee website links or policy of authorised third parties.

When LKN collects Personal Information Dr Kelly will, where appropriate and where possible, explain to you why LKN is collecting the information and how LKN plans to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

LKN does **not** collect sensitive information.

Third Parties

Where reasonable and practicable to do so, LKN will collect your Personal Information only from you. However, in some circumstances LKN may be provided with information by third parties. In such a case Dr Kelly will take reasonable steps to ensure that you are made aware of the information provided by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, LKN will take reasonable steps to destroy or permanently de-identify your Personal Information.

Policy Updates

This Policy may change from time to time and is available on the LKN website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about this Privacy Policy please email Dr Kelly at lyndakelly61@gmail.com