

## **Privacy Policy:**

DataCommand Pty Ltd understands that privacy is very important to our clients and people. This website is administered by DataCommand and is committed to maintaining your information in a secure environment.

### **What information do we collect;**

General information we collect about you includes personal name, business / organisation name, address, phone & fax number, email / website address and ABN. In some instances additional information maybe collected, this will be communicated to you. I.e. additional personal details required for the registration of software.

When we are retained by a third party (your employer) on a sub-contractor basis we may collect personal information for this party.

Our records are updated on a regular basis or when directly advised.

### **How this information is used;**

The information collected by DataCommand is used to assist with the delivery of products, services, consulting and business requested. All information collected is confidential and will not be disclosed to an external party without your consent.

### **Access to information**

Access to your personal information can be made in writing to the Privacy Officer as per contact details below. This information will be given unless we have been legally authorised to refuse your request.

### **Security of Information;**

All personal information is stored on a secure server. We are unable to take responsibility for information transmitted via the internet.

### **Contact Us;**

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