



PRIVACY POLICY

This Privacy Policy sets out our commitment to protecting the privacy of your personal information that we collect through the www.note-mail.net and www.compsysaus.com.au websites (**Sites**) or directly from you.

Please read this Privacy Policy carefully and contact us if you have any questions.

You providing us with personal information indicates that you have had sufficient opportunity to access this Privacy Policy and that you have read and accepted it.

If you do not wish to provide personal information to us, then you do not have to do so, however it may affect your use of this Site or any products and services offered on it.

1. Type of personal information collected

Personal Information: The type of personal information we collect can be used to contact or identify you and may include but is not limited to, your email address, name, and telephone number.

If we receive your personal information from third parties, we will protect it as set out in this Privacy Policy.

2. Collection and use of personal information

We collect and use the personal information for the primary purposes of:

- general business operations and internal record keeping;
- effectively providing you with our services;
- communicating with you;
- responding to your inquiries or complaints;
- meeting our legal and regulatory obligations;
- conducting, improving and developing a relationship with you;
- direct marketing (such as providing you with information about our products and promotional notices and offers); and
- improving our websites.

Your personal information is only collected by lawful and fair means and where practicable, only from you or from a person acting or authorised to act on your behalf.

3. Disclosure of personal information

We may disclose personal information for purposes including those described above and as required by law.

Where we disclose your personal information to third parties for these purposes, we will request that the third party follow this Privacy Policy regarding handling of your personal information.

4. Access to and correction of personal information

Access: You may request details of personal information that we hold about you, in certain circumstances set out in the Privacy Act 1988 (Cth). An administrative fee may be payable for the provision of information. We may refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act.

Correction: If you believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us by email. We rely in part upon customers advising us when their personal information changes. We will respond to any request within a reasonable time and we will endeavour to promptly correct any information found to be inaccurate, incomplete or out of date.

5. Complaints about breach

If you believe that we have breached the Australian Privacy Principles and wish to make a complaint about that breach, please contact us on the email address below.

6. Unsubscribe

To unsubscribe from our e-mail database, or opt out of communications, please contact us at the details below.

7. Storage and Security

We are committed to ensuring that the information you provide is secure.

For any questions or notice, please contact us at:

Compsys Australia ABN: 40061348972

Email: info@note-mail.net

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