

Purpose

The privacy of your personal information is of the highest priority to J.J. Richards & Sons Pty Ltd (JJR). This Data Privacy Policy has been created to inform you about how JJR manages, collects, stores and uses the information you provide in connection with any JJR application or website ("Service").

By using the Service, you agree to the Data Privacy Policy of this web site ("the website"). The Data Privacy Policy relates to the collection and use of personal information you may supply to us through your using the Service.

We reserve the right, at our discretion, to modify or remove portions of this Privacy Policy at any time. This Data Privacy Policy is in addition to any other terms and conditions applicable to the Service. We do not make any representations about third party web sites that may be linked to the web site.

We recognise the importance of protecting the privacy of information collected from you, in particular information that is capable of identifying an individual ("personal information"). This Data Privacy Policy governs the manner in which your personal information, obtained through using the Service, will be dealt with. This Data Privacy Policy should be reviewed periodically so that you are updated on any changes. We welcome your comments and feedback.

Personal Information

Personal information about visitors to our site or users of our application is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

Use of Information

Personal information that users submit to us will only be used for the purpose it is submitted or for such other secondary purposes that are related to the primary purpose, unless we disclose other uses in this Data Privacy Policy or at the time of collection. Copies of correspondence sent from the web site, that may contain personal information, are stored as archives for record-keeping and back-up purposes only.

Collecting Information on Registered Members

As part of registering with us, we collect personal information about you in order for you to take full advantage of our services. To do this it may be necessary for you to provide additional information to us as detailed below.

Registration

Registration is completely optional. Registration may include submitting your name, email address, address, telephone numbers, and the option to receive updates and promotional material and other information from us. You may access this information at any time by logging in and going to your account.

Credit Card Details

Credit Card details are only stored for the processing of payment and will be deleted once payment is processed.

Disclosure

Apart from where you have consented or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property, users, or anyone else who could be harmed by such activities. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.

We may engage third parties to provide you with goods or services on our behalf. In that circumstance, we may disclose your personal information to those third parties in order to meet your request for goods or services.

Security

We strive to ensure the security, integrity and privacy of personal information submitted to our sites, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

We will endeavour to take all reasonable steps to protect the personal information you may transmit to us via our online products and services. In addition, once we receive your transmission, we will make our best efforts to ensure its security on our systems.

Our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.

Collecting Information from Users

IP Addresses

Our web servers gather your IP address to assist with the diagnosis of problems or support issues with our services. Again, information is gathered in aggregate only and cannot be traced to an individual user.

Cookies and Applets

We use cookies to provide you with a better experience. These cookies allow us to increase your security by storing your session ID, and are a way of monitoring single user access. This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site or application.

Access to Information

We will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. If at any time you discover that information held about you is incorrect, you may contact us to have the information corrected.

In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us.

Links to Other Sites

We provide links to third party Web sites outside of our own. These linked sites are not under our control, and we cannot accept responsibility for the conduct of these companies. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that Web site and its privacy statement.

Problems or Questions

If we become aware of any ongoing concerns or problems with our web sites, we will take these issues seriously and work to address these concerns with priority. If you have any further queries relating to our Privacy Policy, or you have a problem or complaint, please contact us.

For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's web site; <http://www.privacy.gov.au/>.