



## Table of Contents

Terms of Use .....	2
Specific Warnings and Disclaimers .....	2
Copyright and Condition of Entry .....	2
Privacy .....	3
Database & Email List Privacy .....	4
Email List Privacy Policy .....	4
Email List Information Collection .....	4
Use of Web Site Information Collected .....	4
E-mail and Direct Response Contact .....	4
Postal Address Collection and Use .....	5
Security .....	5
Changes to Email List Privacy Policy .....	5

## **Terms of Use**

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To the extent permitted by applicable law, all representations, warranties and other terms are excluded. You must ensure that your access to this Web Site is not illegal or prohibited by laws which apply to you or in your location.

### ***Copyright and Condition of Entry***

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## Privacy

*Achievable Solutions* recognises that your privacy is very important to you and as professionals are committed to protecting your rights under the National Privacy Principles (NPPs) established by the Privacy Act.

Our Privacy Policy explains the type of information we collect and hold on individuals, how we may use the information, who we may disclose this information to and how you can gain access to your personal information.

*Achievable Solutions* is bound by, and committed to supporting, the National Privacy Principles (NPPs) set out in the Privacy Act. The following statement explains how *Achievable Solutions* collects, uses, discloses and protects this information on its web site.

- **collection** - personal information is only collected to ensure clients and prospective clients are able to be contacted and made aware of services available
- **use and disclosure** - information will only be used for the benefit of the client, principally to contact clients, and no information will be disclosed to any third party without prior approval
- **data quality** - we will ensure any data collected will be accurate, complete and current
- **data security** - we will protect data from misuse, loss or unauthorised use
- **access and correction** - we encourage personal information to be regularly updated and personal information collected to be available to the individual concerned.

Any person wishing to make a query or complaint regarding the privacy of information should contact *Achievable Solutions* by telephone (0438 010 730) or email: [admin@achievableolutions.com.au](mailto:admin@achievableolutions.com.au).

## **Database & Email List Privacy**

### ***Email List Privacy Policy***

This email list is hosted and managed by [Achievable Solutions Pty Ltd](#). To report any abuse or violations of this Email List Privacy Policy, please send email to [admin@achievableolutions.com.au](mailto:admin@achievableolutions.com.au) and attach an unedited copy of the email message that you feel was sent to you in error or without your permission. Include all header information so that [Achievable Solutions Pty Ltd](#) can trace origin of the message. Also include any notes or other information that you feel are pertinent.

### ***Email List Information Collection***

For each visitor that signs up for our email list, we collect only the information that is requested on the list signup form. Our web servers may collect the domain name or IP address of visitors to our web page(s). Unless otherwise stated on our web site, we collect the email addresses of those who communicate with us via email and information volunteered by you such as but not limited to list signup information, survey information, and/or site registrations. In our email messages to you which are distributed through this list, we may have information from third party providers for products and services which may be advertised or promoted within messages we send to you from this email list--the privacy policies of those third-party provider sites govern the method by which they collect and use such information.

### ***Use of Web Site Information Collected***

The information we collect may be used to create an aggregate demographic profile of our user base and those of the [Achievable Solutions Pty Ltd](#) email list management service so that we can improve content and services and provide aggregate information to potential advertisers (no individual information is provided to any third-party without your consent), to customize the content and/or layout of our email messages or pages for each individual visitor, to notify you about updates to our web site and services, to send you our newsletter(s), to provide you with the products and/or services for which you signed-up or registered, which may include sending service disruption notices or other service- or product-related information via email, and is not shared with other organisations for commercial purposes without your consent. We may share collected information with another company in the event that we merge with or are acquired by another company. Upon request, we will provide you with the information (e.g., email address, name, etc.) that we maintain about you.

### ***E-mail and Direct Response Contact***

If you subscribed to our e-mail newsletter(s) but do not want to receive it in the future, please follow the "unsubscribe" instructions contained in the newsletter(s).

### ***Postal Address Collection and Use***

If you supply us with your postal address on-line you will only receive the information for which you provided us your address. If you supply us with your telephone number, you will only receive telephone contact from us with information regarding your inquiry.

### ***Security***

We strive to maintain appropriate security measures in our respective physical facilities to protect against the loss, misuse or alteration of information that we have collected from you for being part of our email list. Although we take reasonable measures to secure our data, we cannot guarantee that the measures taken are or will remain adequate. Since we may include links from messages sent to the email list to other companies' web sites, please refer to the privacy policies of those sites for information on how they handle security for information they collect.

### ***Changes to Email List Privacy Policy***

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in this Email List Privacy Policy notice. If our information practices change at some time in the future, we will post the policy changes to this Email List Privacy Policy page to notify you of these changes and provide you with the ability to opt out of our list. If you are concerned about how your information is used, you should check back at this Email List Privacy Policy page periodically.