



Privacy Policy

Keeta Williams is committed to providing quality services to you. This policy outlines our ongoing obligations to you in respect of how we manage your personal information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure, and dispose of your personal information.

A copy of the APPs may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au>.

What is personal information and how do we obtain it?

Personal information is information or an opinion that identifies an individual. Examples of personal information we collect include names, email addresses, geographic locations, and employment information.

This personal information is obtained in many ways including:

- correspondence via email, telephone, video meetings, or online forms
- website analytics
- and publicly available sources, like your website.

How do we use and disclose personal information?

We collect your personal information for the primary purpose of providing and marketing our services to you. We may also use your personal information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

When we collect personal information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

Your personal information may be disclosed where required or authorised by law.

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.

Sensitive information will be used by us only:

- for the primary purpose for which it was obtained
- for a secondary purpose that is directly related to the primary purpose
- with your consent, or 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.

We limit the number of users who have access to personal information.

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

Third-party services

For the purpose of providing and marketing our services to you, we may use third-party services to collect and store your personal information. Examples of third-party services we may use include:

- website and email hosts
- email marketing tools
- tools for creating and managing online forms
- payment services
- file storage and sharing services.

Accessing and revising your personal information

You may access, update or correct the personal information we hold about you, subject to certain exceptions, by contacting us in writing. In order to protect your personal information we may require identification from you before releasing the requested information.

Privacy complaints and enquiries

If you have any queries or complaints about our privacy policy please contact us at:

hello@keeta.com.au

0481 788 907

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