

Privacy Policy

Table of Contents

Introduction

Terms of Use

What is Personal Information and why do we collect it?

- a. When you browse or visit our Website
- b. When you request a demo
- c. When you subscribe for our blog or newsletter
- d. When you contact us
- e. When you apply for a job with us
- f. When you provide us with your personal data for marketing reasons
- g. When we acquire your Personal Data from third-party sources for marketing (e.g. lead-generation companies or...
- h. When we use the Personal Data of our customers (e.g. when we communicate with customers, when you log-in ...
- i. When you apply to be a Envision Digital partner
- j. When we use the Personal Data of our service providers
- k. When you interact with us on our social media profiles (e.g., Facebook, X, LinkedIn)
- l. When we undertake social media marketing, including via use of audiences or list-based advertising

Disclosure of Personal Information

How we Protect and store your Information

- a. Security
- b. Retention of your Personal Information

Your Privacy Rights

Third Parties

Maintaining the Quality of your Personal Information

Policy Updates

Privacy Policy Complaints and Enquiries

Introduction

Envision Digital is committed to providing quality services to you and 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 NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

Terms Of Use

This Privacy Policy forms part of our Website [Standard Terms and Condition](#). Any capitalized but undefined term in this Privacy Policy shall have the meaning given to it.

What Is Personal Information And Why Do We Collect It?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including [interviews, correspondence, by telephone and facsimile, by email, via our website www.envisiondigital.com.au, from your website, from media and publications, from other publicly available sources, from cookies- delete all that aren't applicable] and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. 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. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

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.

a. When you browse or visit our Website

- **Personal Data we collect:** We may use analytics tools, cookies and log files on our Website which may collect information such as IP address, pages clicked, search and browser history, and device information. For more information about our use of cookies.
- **For what purposes:** We use this information to analyze trends and behavior, maintain and improve the Website and our Services and marketing and promotional efforts. We may disclose this information to third party platforms.
- **Legal basis:**
 - Consent (e.g., non-essential cookies, to the extent required under applicable law)
 - Legitimate interest (e.g., essential cookies for the Website to work, marketing)
- **Consequences of not providing the Personal Data:** Certain Website features may not be available and we may not be able to analyze usage of our Website or use the Personal Data for the purposes explained.

3003.HR-POL-104-Privacy Policy (September 2023)	Document Owner: Celyn Bautista	Issue Date: September 2023
		Review Date: September 2024

b. When you request a demo

- Personal Data we collect: Full name, business email address, job title, company, business address, telephone number, country, any other Personal Data that you decide to provide us with. We may also record the demo and/or follow up sessions for the purposes of business intelligence and improving our Services.
- For what purposes:
 - To provide you with a demo
 - To send you marketing communications
- Legal basis:
 - Performance of a contract to which the data subject is a party or to take steps at the request of the data subject prior to entering a contract i.e. subscription agreement
 - Legitimate interest (to provide you with a demo or trial, marketing)
 - Consent (for marketing)
- Consequences of not providing the Personal Data: We cannot provide you a demo or send you marketing communications

c. When you subscribe for our blog or newsletter

- Personal Data we collect: Full name, business email address
- For what purposes: To send you communications for which you have subscribed you have and other marketing communications
- Legal basis:
 - Legitimate interest (to provide you with access to our blog or newsletters, marketing or updates which you have subscribed to)
 - Consent (for marketing)
- Consequences of not providing the Personal Data: We cannot send you such communications

d. When you contact us

- Personal Data we collect: Full name, business email address, company, job title, work telephone number, country, message (to the extent it includes personal data) and any other Personal Data that you decide to provide us with
- For what purposes:
 - To answer your questions
 - To send you marketing communications
- Legal basis:
 - Performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering a contract i.e. subscription agreement
 - Legitimate interest (e.g., to answer your questions, marketing)
 - Consent (for marketing, if required under applicable law)
- Consequences of not providing the Personal Data: We cannot answer your questions or send you marketing

3003.HR-POL-104-Privacy Policy (September 2023)	Document Owner: Celyn Bautista	Issue Date: September 2023
		Review Date: September 2024

e. When you apply for a job with us

- Personal Data we collect: Full name, email address, any personal data contained in your resume (c.v.), your responses to any assessment, background check results (in accordance with applicable law), any other Personal Data that you decide or agree to provide us with such as if you agree for your interview or assessment to be recorded. Please note that, in most cases, we receive the information directly from you, but we may also receive information from recruitment companies, references or background check companies.
- For what purposes: To assess you as a candidate, review and examine your job application and communicate with you regarding your application.
- Legal basis
 - Performance of a contract to which the data subject is a party or to take steps at the request of the data subject prior to entering into a contract i.e. employment contract
 - Legitimate interest (to assess you as a candidate, recruitment)
- Consequences of not providing the Personal Data: We cannot process your application or communicate with you

f. When you provide us with your personal data for marketing reasons

- Personal Data we collect: Full name, business email address, job title, company, address, telephone number, country, any other Personal Data that you decide to provide us with
- For what purposes: To establish a business relationship with you, contact you about Envision Digital's services and send you marketing communications
- Legal basis:
 - Legitimate interest (e.g. marketing)
 - Consent (for marketing, if required under applicable law)
- Consequences of not providing the Personal Data: We cannot establish a business connection or send you marketing communications.

g. When we acquire your Personal Data from third-party sources for marketing (e.g. lead-generation companies or as part of marketing campaigns)

- Personal Data we collect: Full name, business email address, job title, company, address, telephone number, country
- For what purposes: To contact you regarding Envision Digital's services and send you marketing communications
- Legal basis:
 - Legitimate interest (marketing)
 - Consent (for marketing, if required under applicable law)
- Consequences of not providing the Personal Data: We cannot contact you regarding Envision Digital's services and send you marketing communications

3003.HR-POL-104-Privacy Policy (September 2023)	Document Owner: Celyn Bautista	Issue Date: September 2023
		Review Date: September 2024

h. When we use the Personal Data of our customers (e.g. when we communicate with customers, when you log-in to and use our products and services

- Personal Data we collect directly from you or from your employer who provides us with your contact details: Full name, business email address, job title, role, company, address, telephone number, country and any other Personal Data that you decide to provide us with e.g. any feedback you provide.
- For what purposes:
 - To allow you to register for and log-in to our Products
 - To provide our Services and perform our agreements with our customers
 - For billing and account management
 - To provide support (e.g. ticketing and chat function)
 - To monitor our Products
 - To collect analytics information on use of the Products
 - For security purposes, including for logging and debugging and to prevent system abuse
 - To maintain and improve our Products
 - To communicate with you and allow you to provide feedback on our Products
 - To send you marketing communications
- Legal basis:
 - Performance of a contract to which the customer is a party
 - Compliance with a legal obligation (e.g. tax laws, bookkeeping laws, etc.)
 - Legitimate interest (to provide and improve our Products, send contract-related communications, marketing or updates about features or services)
 - Consent (for marketing, if required under applicable law)
- Consequences of not providing the Personal Data: We cannot perform our obligations, provide the Products or Services, or communicate with you.

i. When you apply to be a Envision Digital partner

- Personal Data we collect: Full name, job title,/function, business email address, business telephone number, country of residence, company name, any other Personal Data that you decide to provide us with.
- For what purposes:
 - To enable your company to become a Envision Digital partner
 - To communicate with you
 - To comply with our legal obligations and record keeping
 - To send you marketing communications
- Legal basis:
 - Performance of a contract to which the partner is a party (partner / integration agreement)
 - Compliance with a legal obligation (e.g. tax laws, bookkeeping laws, etc.)
 - Legitimate interest (to send you contract-related communications, to perform our agreement with your employer)
- Consequences of not providing the Personal Data: You cannot become a Envision Digital partner

j. When we use the Personal Data of our service providers

- Personal Data we collect: Full name, business email address, job title, company, business address, telephone number, country, payment information, any other Personal Data that you decide to provide us with
- For what purposes:
 - To perform our agreement with you
 - To communicate with you
 - To comply with our legal obligations and record keeping
- Legal basis:
 - Performance of a contract to which the service provider or distributor is a party
 - Compliance with a legal obligation (e.g. tax laws, bookkeeping laws, etc.)
 - Legitimate interest (to send you contract-related communications, to perform our agreement with your employer)
- Consequences of not providing the Personal Data: We cannot perform the agreement with you or communicate with you

k. When you interact with us on our social media profiles (e.g., Facebook, X, LinkedIn)

- Personal Data we collect: Full name, business email address, job title, company, telephone number, any other Personal Data you provide us
- For what purposes: To respond to your requests, establish a business relationship and send you marketing communications
- Legal basis:
 - Legitimate interest (responding to your request, marketing, and business development)
 - Consent (for marketing, if required under applicable law)
- Consequences of not providing the Personal Data: We can't respond to your requests, establish and business relationship and send you marketing communications

l. When we undertake social media marketing, including via use of audiences or list-based advertising

- Personal Data we collect or receive for these purposes: Full name, business email address, job title, company, telephone number, IP address, pages clicked, search and browser history, device information and any other Personal Data you or third parties provide us
- For what purposes: We may use your Personal Information to contact you via social media platforms in order to establish a business relationship with you and contact you about Envision Digital's services and products. We may also use your Personal Information in order to create lists of individuals that we would like to target advertising about our products and services to via social media channels, including via direct messaging marketing solutions. You may be included in such a list (in which case you will see advertising related to Envision Digital when you visit those social media platforms) or we may use your Personal Information to ask social media platforms to identify a list of other individuals who we think will be interested in our products, so that those individuals can be presented with advertising about Envision Digital.
- Legal basis:
 - Legitimate interest (marketing, advertising and business development)
 - Consent (if required by applicable law)
- Consequences of not providing the Personal Data: We can't establish a business relationship with you via social media platforms; you will be excluded from advertising and marketing campaigns on social media platforms.

3003.HR-POL-104-Privacy Policy (September 2023)	Document Owner: Celyn Bautista	Issue Date: September 2023
		Review Date: September 2024

N.B. Please note that social media platforms may set cookies and other tracking technologies on your device when you visit their pages and when you navigate from their pages. The output of such information may be provided to us (usually for statistical purposes to see how users interact with our content on social media platforms). The social media platforms are responsible for how they handle your Personal Information and information about how these social media platforms collect and use your Personal Information (and how they use cookies and other technologies, including instructions on how you can disable these) can usually be found in their respective privacy policies and cookies policies on their websites.

Finally, please note that some of the abovementioned Personal Information may be used for detecting, taking steps to prevent, and prosecution of fraud or other illegal activity, to identify and repair errors, to conduct audits, and for security purposes. Personal Information may also be used to comply with applicable laws, with investigations performed by the relevant authorities, law enforcement purposes, and/or to exercise or defend legal claims. In certain cases, we may or will anonymize or de-identify your Personal Information and further use it for internal and external purposes, including, without limitation, to improve our services and for research and development purposes. "Anonymous Information" means information which does not enable identification of an individual user, such as aggregated information about the use of our services. We may use Anonymous Information and/or disclose it to third parties without restrictions (for example, in order to improve our services and enhance your experience with them).

Disclosure Of Personal Information

Depending on the context described above, we may disclose your Personal Data to the following categories of third parties:

- Hosting/ storage
- Email system provider
- Authentication
- Support and ticketing
- Logging and monitoring
- Marketing
- Event sponsors
- CRM
- Data enrichment
- E-mail verification
- Sales Engagement
- Sales automation
- Analytics and business intelligence
- We also use third party vendors to provide chat and support tools via our Website.
- Document management / automation
- Conducting background checks (if you are applying for a job with us)
- Automation / management of HR and job application process
- Other service providers to the extent required to fulfil the purposes listed above

We may also disclose your Personal Data as follows:

- To the extent necessary in our good faith determination, with regulators, courts or competent authorities, to comply with applicable laws, regulations and rules (including, without limitation, federal, state or local laws), and requests of law enforcement, regulatory and other governmental agencies or if required to do so by court order;
- With our business partners with whom we jointly offer products or services;
- With our affiliated companies to the extent necessary to fulfill the purposes listed above;
- If, in the future, we sell or transfer some or all of our business, shares, or assets to a third party, we may disclose information to a potential or actual third party purchaser of our business, shares or assets. In the event that we are acquired by or merged with a third party entity, or in the event of bankruptcy or a comparable event, we reserve the right to transfer or assign Personal Information in connection with the foregoing events;
- With social media platforms for the purposes mentioned above;
- Where you have provided your consent to us disclosing or transferring the Personal Information.

3003.HR-POL-104-Privacy Policy (September 2023)	Document Owner: Celyn Bautista	Issue Date: September 2023
		Review Date: September 2024

How We Protect And Store Your Information

a. Security

We have implemented appropriate technical, organizational and security measures designed to protect your Personal Information. However, please note that we cannot guarantee that the information will not be compromised including as a result of unauthorized penetration to our servers. As the security of information depends in part on the security of the computer, device or network you use to communicate with us and the security you use to protect your user IDs and passwords, please make sure to take appropriate measures to protect this information.

b. Retention of your Personal Information

We may store your Personal Information for as long as necessary to fulfil the purpose for which we collected it, and as long as necessary to fulfill your requests or inquiries or provide services or until we proactively delete it or you send a valid deletion request. In addition, in some circumstances we may store your Personal Information for longer periods of time, for example (i) where we are required to do so in accordance with legal, regulatory, tax or accounting requirements, or (ii) for us to have an accurate record of your dealings with us in the event of any complaints or challenges, or (iii) if we reasonably believe there is a prospect of litigation relating to your Personal Information or dealings. We have an internal data retention policy to ensure that we do not retain your Personal Data perpetually.

Your Privacy Rights

The following rights (which may be subject to certain exemptions or derogations) may apply to certain individuals depending on their jurisdiction of residence. The rights that may be applicable to you are as follows:

- You have a right to access Personal Data held about you. Your right of access may normally be exercised free of charge, however we reserve the right to charge an appropriate administrative fee where permitted by applicable law;
- You have the right to request that we rectify any Personal Data we hold that is inaccurate or misleading;
- You have the right to request the erasure/deletion of your Personal Data (e.g. from our records). Please note that there may be circumstances in which we are required to retain your Personal Data, for example for the establishment, exercise or defense of legal claims;
- You have the right to object, to or to request restriction, of the processing;
- You have the right to data portability. This means that you may have the right to receive your Personal Data in a structured, commonly used and machine-readable format, and that you have the right to transmit that data to another controller;
- You have the right to object to profiling, if applicable;
- You have the right to withdraw your consent at any time. Please note that there may be circumstances in which we are entitled to continue processing your data, in particular if the processing is required to meet our legal and regulatory obligations. Also, please note that the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal;
- You also have a right to request certain details of the basis on which your Personal Data is transferred outside the European Economic Area or the United Kingdom, as applicable, but data transfer agreements and/or other details may need to be partially redacted for reasons of commercial confidentiality;
- You have a right to lodge a complaint with your local data protection supervisory authority (i.e., your place of habitual residence, place or work or place of alleged infringement) at any time or before the relevant institutions in your place of residence. We ask that you please attempt to resolve any issues with us before you contact your local supervisory authority and/or relevant institution.

3003.HR-POL-104-Privacy Policy (September 2023)	Document Owner: Celyn Bautista	Issue Date: September 2023
		Review Date: September 2024

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Maintaining The Quality Of Your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints And Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Unit 4/345 Victoria Road, Malaga 6090

support@envisiondigital.atlassian.net

1300 074 484

A handwritten signature in black ink, appearing to be "RW", written over a light blue wavy background.

Rod Wakefield
Managing Director
Envision Digital Pty Ltd

27 / 09 / 2023

Signature Certificate

Reference number: MCWAT-XSHJA-EYBFP-EHP8L

Signer

Timestamp

Signature

Rod Wakefield

Email: rod@envisiondigital.com.au

Sent:

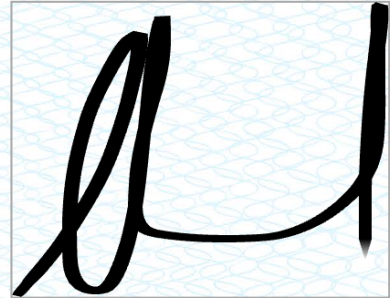
27 Sep 2023 05:17:12 UTC

Viewed:

27 Sep 2023 05:16:05 UTC

Signed:

27 Sep 2023 05:17:53 UTC



IP address: 27.33.154.85

Location: Perth, Australia

Document completed by all parties on:

27 Sep 2023 05:17:53 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.

