

IMMISYS – PRIVACY POLICY

Last modified 7th August 2017

INTRODUCTION

Welcome to Immisys

Immisys Pty Ltd (" we", " our" or " us") values your privacy. This Privacy Policy informs you of your choices and our practices regarding any Information (as defined in the "The Information We Collect and How We Collect It" section below) you provide to us.

If you wish to contact us regarding this Privacy Policy or any privacy-related matters, please contact our Privacy Officer via email at info@immisys.com.au. (Attention: Privacy Officer, Legal Department).

SCOPE AND APPLICATION OF THIS PRIVACY POLICY

This Privacy Policy applies to Immisys including any services associated with the use of Immisys.

This Privacy Policy is incorporated into and forms part of the *Immisys Terms of Service* that you have agreed to in order to use Immisys. Any terms used in this Privacy Policy will have the same meaning as the equivalent defined terms in the *Immisys Terms of Service*, unless otherwise defined in this Privacy Policy or the context requires otherwise.

CHANGES TO THIS PRIVACY POLICY

We may from time to time revise or add specific instructions, policies and terms to this Privacy Policy. These instructions, policies and terms form part of this Privacy Policy. Where we consider that any changes to this Privacy Policy are material, we will notify you via our website.

By continuing to use Immisys after any changes to this Privacy Policy, with or without notice from us, you are agreeing to the revised Privacy Policy.

THE INFORMATION WE COLLECT AND HOW WE COLLECT IT

In providing Immisys, we store the following Information:

" **Information**" is Personal Information and Non-Personal Information such as Client and/or customer information;

" **Personal Information**" is any information or combination of information that relates to you, and can be used to identify you. Personal Information may include the following:

- information you make available to us when you open an Immisys account, such as your name, telephone number, email address and credit card information;

" **Non-Personal Information**" is any information that relates to you but from which it is not practicable to directly or indirectly identify you, including your client's information that you collect in order to provide the services your offer.

HOW WE USE YOUR PERSONAL INFORMATION

We may use your Information for any of the following purposes:

- for customer service, security, fraud-detection, archival and backup purposes in connection with the provision of Immisys;
- to help us develop our new services and improve our existing services;

USE OF NON PERSONAL INFORMATION

Your Non-Personal information that you collect on your clients is stored on highly secure servers and is not used by Immisys for any purpose. It is only available to our customers to enable them to manage their clients and Immisys is not authorised to access it.

UPDATING OR AMENDING YOUR PERSONAL INFORMATION

If you would like to update or amend your Personal Information within Immisys, you may do so at first instance by logging into your account and making the appropriate changes.

In some cases, we may not be able to update, amend or remove your Personal Information, in which case we will let you know why we are unable to do so – for example, certain requests may require disproportionate technical effort or extremely impractical (e.g. any requests that relate to our backup systems), or are prohibited by law.

COMMUNICATIONS FROM US

Newsletters and other types of communications

When you use Immisys, we may use your Information to send you emails, messages, newsletters. If you no longer wish to receive these communications, you can do so by following the unsubscribe instructions in the emails we send to you, opting out of notifications at the device level (if available) or contacting our Privacy Officer.

Service-related announcements

We may from time to time send you service-related announcements when we consider it necessary to do so (such as when we temporarily suspend Immisys for maintenance).

TRANSFER, STORAGE AND SECURITY OF YOUR PERSONAL AND CLIENT INFORMATION

Immisys currently uses Amazon S3 storage servers located in the USA. Your Personal and Client Information is therefore stored by Amazon.

You consent to the transfer of your Information (both inside and outside of our jurisdiction) for the purposes described in this Privacy Policy.

We use a variety of generally accepted security technologies and procedures for the purpose of preventing loss, misuse, unauthorised access or disclosure of Information.

At Immisys, we use encryption technology (such as SSL) to protect certain sensitive Information stored on our servers. Please be aware that despite our efforts, no data security measures can guarantee 100% security at all times. Our systems and the communications networks through which you access Immisys may be subject to security breaches and failures which are due to circumstances beyond our reasonable control. If you have any questions regarding the security of your Personal Information, please contact our Privacy Officer.