

## **www.aircoplus.com.au Privacy Policy**

Type of website: Ecommerce

Effective date: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

www.aircoplus.com.au (the "Site") is owned and operated by Arpos Pty Ltd. Arpos Pty Ltd can be contacted at:

contact@arpos.com.au

(03) 9028 5588

Factory 2, 9a Abbotts Road, Dandenong South, VIC 3175

### **Purpose**

The purpose of this privacy policy (this "Privacy Policy") is to inform users of our Site of the following:

1. The personal data we will collect;
2. Use of collected data;
3. Who has access to the data collected;
4. The rights of Site users; and
5. The Site's cookie policy.

This Privacy Policy applies in addition to the terms and conditions of our Site.

### **Consent**

By using our Site users agree that they consent to:

1. The conditions set out in this Privacy Policy; and
2. The collection, use, and retention of the data listed in this Privacy Policy.

### **Personal Data We Collect**

We only collect data that helps us achieve the purpose set out in this Privacy Policy. We will not collect any additional data beyond the data listed below without notifying you first.

#### **Data Collected Automatically**

When you visit and use our Site, we may automatically collect and store the following information:

1. IP address;

2. Location;
3. Hardware and software details;
4. Clicked links; and
5. Content viewed.

#### Data Collected in a Non-Automatic Way

We may also collect the following data when you perform certain functions on our Site:

1. First and last name;
2. Age;
3. Date of birth;
4. Sex;
5. Email address;
6. Phone number;
7. Address;
8. Payment information; and
9. Auto fill data.

This data may be collected using the following methods:

1. Creating an account; and
2. When you order certain goods or services from our Web Sites.

#### **How We Use Personal Data**

Data collected on our Site will only be used for the purposes specified in this Privacy Policy or indicated on the relevant pages of our Site. We will not use your data beyond what we disclose in this Privacy Policy.

The data we collect automatically is used for the following purposes:

1. Identify you each time you visit a Web Site or wish to have a Service provided;
2. Process orders or applications submitted by you;
3. Improve our Services and Web Sites;
4. Customise your experience, for example, provide advertisements that we think are relevant to you and which support any specific requests for information you may make through keyword searches;
5. Carry out research on the demographics, interests and behaviour of all of our customers; and

6. Send you information we think you may find useful, including information about our products and services.

The data we collect when the user performs certain functions may be used for the following purposes:

1. Provide you with certain services or personalise your experience and tailor our Services for you.

### **Who We Share Personal Data With**

#### **Employees**

We may disclose user data to any member of our organisation who reasonably needs access to user data to achieve the purposes set out in this Privacy Policy.

#### **Other Disclosures**

We will not sell or share your data with other third parties, except in the following cases:

1. If the law requires it;
2. If it is required for any legal proceeding;
3. To prove or protect our legal rights; and
4. To buyers or potential buyers of this company in the event that we seek to sell the company.

If you follow hyperlinks from our Site to another Site, please note that we are not responsible for and have no control over their privacy policies and practices.

### **How Long We Store Personal Data**

User data will be stored until the purpose the data was collected for has been achieved.

You will be notified if your data is kept for longer than this period.

### **How We Protect Your Personal Data**

We have security measures in place to attempt to protect against the loss, misuse and alteration of customer data under our control. For example, our security and privacy policies are periodically reviewed and enhanced as necessary and only authorised personnel have access to user information. With regard to our Web Sites, we use secure server software (SSL) to encrypt financial information you input before it is sent to us. All data is only accessible to our employees. Our employees are bound by strict confidentiality agreements and a breach of this agreement would result in the employee's termination.

While we take all reasonable precautions to ensure that user data is secure and that users are protected, there always remains the risk of harm. The Internet as a whole can be insecure at times and therefore we are unable to guarantee the security of user data beyond what is reasonably practical.

### **Children**

The minimum age to use our website is 18 years of age. We do not knowingly collect or use personal data from children under 16 years of age. If we learn that we have collected personal data from a child under 16 years of age, the personal data will be deleted as soon as possible. If a child under 16 years of age has provided us with personal data their parent or guardian may contact our privacy officer.

### **How to Access, Modify, Delete, or Challenge the Data Collected**

If you would like to know if we have collected your personal data, how we have used your personal data, if we have disclosed your personal data and to who we disclosed your personal data, or if you would like your data to be deleted or modified in any way, please contact our privacy officer here:

Arppos Pty Ltd.

contact@arppos.com.au

(03) 9028 558

Factory 2, 9a Abbotts Road, Dandenong South , VIC 3175

### **Cookie Policy**

A cookie is a small file, stored on a user's hard drive by a website. Its purpose is to collect data relating to the user's browsing habits. You can choose to be notified each time a cookie is transmitted. You can also choose to disable cookies entirely in your internet browser, but this may decrease the quality of your user experience.

We use the following types of cookies on our Site:

1. **Functional cookies**

Functional cookies are used to remember the selections you make on our Site so that your selections are saved for your next visits;

2. **Analytical cookies**

Analytical cookies allow us to improve the design and functionality of our Site by collecting data on how you access our Site, for example data on the content you access, how long you stay on our Site, etc;

3. Targeting cookies

Targeting cookies collect data on how you use the Site and your preferences. This allows us to personalise the information you see on our Site for you; and

4. Third-Party Cookies

Third-party cookies are created by a website other than ours. We may use third-party cookies to achieve the following purposes:

- a. To track preferences and to improve and update our Web Site;
- b. To identify who you are and to access your account information;
- c. To estimate our audience size and patterns;
- d. To ensure that you are not asked to register twice;
- e. To control how often visitors see similar ads; and
- f. To track the progress and number of entries in some of our promotions and contests.

**Modifications**

This Privacy Policy may be amended from time to time in order to maintain compliance with the law and to reflect any changes to our data collection process. When we amend this Privacy Policy we will update the "Effective Date" at the top of this Privacy Policy. We recommend that our users periodically review our Privacy Policy to ensure that they are notified of any updates. If necessary, we may notify users by email of changes to this Privacy Policy.

**Contact Information**

If you have any questions, concerns or complaints, you can contact our privacy officer, Arppos Pty Ltd., at:

contact@arppos.com.au

(03) 9028 558

Factory 2, 9a Abbotts Road, Dandenong South , VIC 3175