



Website Privacy Policy

Introduction

The privacy of any personal information you provide us (your personal information) is important to us. The following privacy policy relates to the personal information we collect through our website under the domain name ppps.org.au.

How personal information is collected

We may collect personal information from you from our website in our online forms.

What personal information we collect

The type of information collected may include your name, address, telephone number, email address and company. We will endeavour to specify which information we require for our purposes and which information may be provided at your option.

How we use your personal information

Personal information collected by us assists us in:

- Completing a transaction to which the provision of that personal information relates, eg, in the fulfilment of an order;
- For our internal administrative, marketing, planning, product development and research requirements. You may contact us if you wish to request to opt out of receiving any communications from us.

We may not be able to do these things without your personal information. For example, we may not be able to deliver material to you without your contact details.

We maintain an email list to keep customers informed about areas of specific interest. Emails used to communicate with customers on our email lists will contain an opt out or unsubscribe facility in accordance with anti-spam regulations.

Information you submit via email is insecure. It should be regarded as insecure unless it has been encoded or encrypted.

Disclosing your personal information to others

We cannot operate without the assistance of our dedicated volunteers and contractors, and we may share personal information with them. We may also outsource certain tasks involving personal information to third party service providers, including organisations that provide payment processing, banking, archival, auditing, accounting, legal, business consulting, mailhouse, delivery, recruitment, technology, security and research services.

Requesting to access personal information we hold

At any time, you may request a list and copies of personal information we hold about you and we may charge you a small fee to cover administrative costs which we may incur in providing this information to you.

Web analytics and other third party website services

In some cases third parties may use cookies, web beacons and other technologies such as JavaScript on our website in connection with online services like banner advertising, website analytics and surveys. This may allow them to collect information about your use of the website (including your computer's IP address) which they may store in the United States or other countries. The use of these technologies allows them to deliver customised advertising content, measure the effectiveness of their advertising, evaluate users use of our website and other websites and provide other services relating to website activity and internet usage. Those third parties may also transfer the information they collect to others where required to do so by law, or where those others process the information on their behalf. The services we may use from time to time include Google Analytics, Google AdSense, DoubleClick, Yahoo, Adobe and Microsoft. You can find more details in the privacy policies for those services, including information on how to opt-out of certain conduct.

Feedback and contacting us

You can make any requests relating to your personal information held by us or any complaints regarding treatment of your privacy by contacting info@ppss.org.au.

Privacy policy changes

We may make changes to this website privacy policy from time to time. Please review the current policy if you provide personal information on a return visit to this website.

This policy was last updated in October 2011.

Post Placement Support Service (Vic) Inc
ABN 50 562 164 576