#### **PRIVACY POLICY**

## **Privacy Statement**

These details from WACME Pty Ltd ABN 70 135 348 202, trading as WACME Pty Ltd Privacy Policy, in this section "we", "us" and "our" refers to WACME Pty Ltd.

WACME Pty Ltd is committed to protecting your privacy when you use our website, phone us or other services. In this policy we explain how we collect your information and why we collect it.

As sometimes the website can change, please refer back to our Privacy Policy regularly to review any changes.

Any questions about our Privacy Policy can be sent to <u>sales@wet1.com.au</u> or alternatively on our contact page you can send us a message.

# What information we may collect?

The personal information we collect about you is what you provide us, when you fill out your information for online orders, when you send us a message from the contact page, when you email us, or what you may give us over the phone, or even when you speak to one of the staff members at the business location itself. This information may include your name, email, mailing address or contact numbers.

We use the personal information you give us for only the purpose for which you have provided it. This may include using the personal information for the following purposes:

- To provide you with the products or services you have requested; such as buying one of our products.
- Information for opening an account with us.

We may also use it to tell you about other products and services we provide that are new, but only if you have requested this.

#### Confidentiality of information we collect.

We do not provide any personal information to third-parties unless, you have given consent.

Third-parties include; if we do not have stock in of which you ordered, we may organize to get it directly sent from one of our suppliers; where we would have to provide your name and address.

All credit card transactions stay between WACME Pty Ltd and SecurePay. This information will never be shared or kept on file and will always remain confidential while being processed.

#### Where do we store your personal information?

The only information we would keep is your email address, business name and business address, which we would keep on file on our computer contacts in case there is a need to send you any information you require or any products you require. The information we hold will not be misused in any way, there will be no unauthorized access of this at all and will only be accessed by the business and authorized persons.

#### Who is our personal information shared with?

WACME Pty Ltd – authorized persons only.

SecurePay - when making transactions online.

# Emails

As stated above, we may use your email address to send you information. This information may include new products, specials/promotions and also our closure dates (Christmas holidays and public holidays). This will not happen regularly, as we don't have a mailing list. This will only happen once every now and then if we think that you require this information.

## **Computer Security**

Our computer system has virus protection and firewalls so no one can access any of the information given about you.

# Updating your information

Please advise us if we need to update any of your information; Phone numbers, business address, mailing address and email. If this information isn't provided, we may be unable to contact you. To change this, please contact us by email or give us a call.