

ENVISIONBX – PRIVACY POLICY

EnvisionBX is a powerful integration software for accountants and human resource managers and EnvisionBX provides technical support and training services to the end-users of its products and services, which include desktop, hosted and cloud solutions (“the products”).

EnvisionBX is committed to maintaining the privacy and security of your personal information and complying with the obligations under the Privacy Act 1988 (Cth) and the applicable Privacy Principles, known as the Australian Privacy Principles which came into effect on 12 March 2014 (“the Privacy Principles”). When we collect, store and use your personal information, we also do so in accordance with the rules set down in the Australian *Privacy Act 1988* (Privacy Act) by the European Union General Data Protection Regulation (EU) 2016/679 (the **GDPR**).

This Privacy Policy applies to each of the companies in the Envision Digital Group, being Envision Digital Pty Ltd and its subsidiaries in Australia and overseas such as Envision D Limited in the United Kingdom.

Please familiarise yourself with our Privacy Policy to understand:

- the kind of information we collect and hold;
- how and when we may collect and hold personal information from you;
- the purposes for which we collect, hold use and disclose your personal information and what happens if we don’t collect the information;
- the circumstances where we are likely to disclose information to overseas recipients and in which countries they are located; and
- how you can contact us to access or correct personal information which we hold about you or complain about our collection, handling or disclosure of your information.

By using our products, our technical support services, our website and social media tools (“our products and services”) you signify you have read and understood our Privacy Policy.

Personal Information

Personal information, for the purposes of this policy and as defined by the Privacy Act and Privacy Principles, means “information whether or not an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a person whose identity is apparent, or can be reasonably ascertained, from the information or opinion.”

Collection of personal Information – Purpose

We only collect personal information for purposes which relate to our business, functions and activities. Without your personal information, we may not be able to deliver or give you access to our products, or provide you with technical assistance or updates for our products.

We collect personal information in relation to the:

- registering or activating products;
- verifying and authenticating your purchase, initially and then during your period of use of the product, or where you may have changed details of the computer you are using with the product;
- providing installation key codes, access codes or other related access details;
- facilitating integrations with third-party products including, but not limited to, third-party APIs;



- invoicing;
- refunds and dealing with warranty issues;
- providing technical support, assistance, consulting services and training;
- improving our product and service; and
- generally, to enable us to provide the product and information needed to ensuring you are able to enjoy the maximum benefit of our products.

Where you provide us with personal information about someone else, for example other authorised users of our product(s), employees' superannuation details, you must have their consent to provide their personal information to us based on this Privacy Policy.

Subject to your consent, whether express, or implied, i.e., where the circumstances of the collection and use are in a manner you would reasonably expect us to collect or use your information, we may also collect and use your information to:

- promote our products to you;
- to provide you with more relevant and personalised information to be more relevant to you and your business;
- use the information to promote products to you of some of our network of associated service providers and product vendors;
- to de-identify your information, and using the de-identified information:
 - for internal use for the purposes of analytics with regard to use of our products, development, training and demonstration of our products; or
 - for benchmarking and/or or sale to third parties.

When We Collect Personal Information

We most commonly collect personal information directly from our customers or their authorised representatives. Sometimes we may collect information from a third party or a publicly available source, but only if the person has consented to such collection or would otherwise reasonably expect us to collect their personal information in this way, for example, from EnvisionBX Partners (including, for example, Xero or BambooHR) from whom you have purchased our product.

In summary, we most commonly collect personal information when you:

1. Engage in product related activities, such as:
 - when you purchase, register, install or use our products;
 - when you use our technical support or consulting services;
 - when you participate in EnvisionBX programs, (i.e. EnvisionBX Partner Program, or when you become a reseller);
 - when you provide us with copies of your database or give us access to your database and systems so that we can provide you with the technical support or consulting services you may have requested.



2. Engage with us in other ways, such as:

- in your normal communications with us, when you email, telephone us or give us your business card, attend public functions, events, seminars, roadshows, conferences, or training;
- enter competitions, or use our website;
- participate in EnvisionBX forums, or use other social media tools through our website or in relation to our products.

When you purchase and use our products, technical support and join EnvisionBX programs we may collect information from you:

- Upon purchasing by you of any of the EnvisionBX products offered through the EnvisionBX website, any EnvisionBX App, or through retail and other sales channels;
- Upon registration by you of any of the EnvisionBX products offered through the EnvisionBX website, any EnvisionBX App, or through retail and other sales channels, such as the EnvisionBX Partner program;
- Upon entering an agreement with us for the installation or implementation of our products;
- Upon the purchasing of upgraded versions or renewal of subscription versions of EnvisionBX products, often in response to our having communicated with you about such upgrades;
- When you use our products;
- When you use our website, community forum, blogs, message boards, & social media links from our website;
- Upon the joining, or renewal, of various EnvisionBX programs, including the EnvisionBX Partner program.
- When you contact us for technical support or, in relation to EnvisionBX products you may also contact us for consulting services, whether online, telephone or in person. Please refer to *"Disclosure to overseas recipients outside the Envision Digital Group"*, to understand when your personal information may be disclosed to an overseas recipient, when using our technical support or consulting services.
- We also collect personal information indirectly from EnvisionBX Partners (including, but not limited to, Xero and BambooHR) relating to EnvisionBX products you have purchased through them or to third-party products that integrate with EnvisionBX products.

Personal information may also be collected when customers sign up for add-on services provided by third party suppliers such as banking services (e.g., for bank data downloads), merchant account, superannuation payment services, SMS text services, bill payments services and the like.

In these cases personal information may also be passed on to the third party and will be used, disclosed, and protected in accordance with the third party's respective privacy policy. Please also refer to *"Third Party Service Providers"* about our use of our third party suppliers and *"Disclosure to overseas recipients outside the Envision Digital Group"*, to understand when your personal information we collect may be disclosed to an overseas recipient.



When your contact with us does not relate to a purchased product.

We also collect information at other times, which do not relate specifically to your purchase or use of our products, as described below:

- From delegates who attend our roadshows, briefings, seminars, product training and demonstrations, as well as other public events where registration forms and feedback forms are filled out by attendees.
- From entrants in EnvisionBX competitions, wherever offered, such as via direct mail campaigns, an EnvisionBX website, social media or any other media, at seminars or public events, which may or may not be hosted by EnvisionBX.
- Upon registering to request information from us on our website or your responses to offers or other marketing campaigns, competitions on our website or direct marketing campaigns.
- Use of our website, community forum, blogs, message boards, & social media links from our website.

Information Collected

The information collected from you or your authorised agent directly, would generally comprise name, address, postal address, telephone, fax and e-mail contact details, other authorised users of your product, where applicable, as well as the details of the EnvisionBX product and/or the third-party products (which integrate with an EnvisionBX product) that you use.

High level information in relation to your business may also be collected and may include details of your industry or profession, for the purpose of better understanding your business and needs in relation to our product.

We collect information from you when installing the EnvisionBX product and when using the EnvisionBX product, i.e., a file on your hard drive records the date of installation, such as the unique product number of the computer, collected in relation to your use of the software, for example which may include internet protocol address, hardware identification, operating system, application software, peripheral hardware, non-personally identifiable software usage statistics. Additional information that we may collect from you includes:

- your name
- your contact details, including email address, mailing address, street address and/or telephone number;
- your credit card details;
- your preferences and/or opinions;
- information you provide to us through customer surveys;
- details of products and services we have provided to you and/or that you have enquired about, and our response to you;
- Your browser session and geo-location data, device and network information, statistics on page views and sessions, acquisition sources, search queries and/or browsing behaviour;
- Information about your access and use of our Site, including through the use of Internet cookies, your communications with our Site, the type of browser you are using, the type of operating system you are using and the domain name of your Internet service provider;
- Additional personal information that you provide to us, directly or indirectly, through your use of



our Site, associated applications, associated social media platforms and/or accounts from which you permit us to collect information; and

- any other personal information requested by us and/or provided by you or a third party.



Using our website or social media tools

Depending on the type of activity you are engaging in, we may collect information directly and indirectly when you use our website or social media tools. We may also collect unidentifiable information from you relating to the pages you visit etc. See also *"EnvisionBX Website"* and *"Social Media & Public Forum"* below.

Where you have provided your personal details when visiting our website, such as your membership, account or customer details, or registered for an activity, entered transactions you have entered whether paid or free, we may also collect information from you relating to how you use our website, the pages you have viewed, nature of the requests or enquiries you have made etc.

We also use third party service providers to assist us in the collection of this data relating to your use of the website. These service providers may include technology which enables them to also collect other publicly available web-based data or other publicly available information about you, such as any social media accounts providers on our behalf. Please refer to *"Third Party Service Providers"* to understand our use of third party suppliers.

Technical support or consulting services

If you request technical assistance in relation to EnvisionBX products, you may contact us online, via telephone, or in person. We may require the following information from you in order to provide you the assistance needed:

- information relating to your problem and our suggested solutions are also recorded by us to assist in better customer relationship management;
- you may also need to provide copies of your data or grant access to your database, provide password, pin or other access details in order that we may assist you with your problem or inquiry. Where passwords or other access details are provided, we strongly recommend that you update those access details once your issue has been resolved;
- you may also be required to provide other details for the purposes of identification and verifying authorisations to provide support, such as if you require us to make any changes to your account or settings; or
- information collected from you in relation to technical support may be obtained from you online or by telephone.

Please also refer to *"Disclosure to overseas recipients outside the Envision Digital Group"*, to understand when you may be dealing with one of our technical support or consulting service providers who are physically located outside Australia.



How we use and handle this information

Where information is collected in relation to the purchase or use of an EnvisionBX product, we use your personal information in the following ways:

- We collect personal information so that we can communicate with you about the products that you use and efficiently manage and administer all products we provide to you. These communications could relate to software upgrades, feature variations or enhancements, billings any particular issues or problems that have been detected within the software and corrective measures that may be taken, and informing you of other EnvisionBX products, including the availability of specialised software products, software training services, and seminars relating to associated products.
- Identification and re-validation of software end-users assists EnvisionBX in establishing who is legally permitted to use the various EnvisionBX products and therefore assists us in enforcing copyright and intellectual property rights.
- Product information collected when it is installed or used assists us to regularly re-validate that the product is being used on the correct computer and is not installed on other computers without your authority and outside the terms of our licence.
- The information we collect from you relating to your use of the products facilitates the provisioning of updates, support, invoicing or online services to you.
- In the case of EnvisionBX products, the additional questions we ask in relation to your business, which may include details of your industry or, profession, are to assist us in developing a member profile so that future offerings that may be developed for program participants are relevant and appropriately targeted. As part of the EnvisionBX service we also send correspondence to EnvisionBX members (including by e-mail) containing product related information as well as promotional material.

Aggregated information:

- We may also aggregate information which does relate to you to help us to monitor and improve the effectiveness of our website and overall communication to you, for example, providing you information and products relating to matters for which you have indicated an interest in your browsing of our website, or participation in our online activities, requesting information from about products, articles, technical support etc.
- We may also aggregate information which does not relate to you (containing no information identifiable to a specific person) which is collected:
 - in relation to your purchase and/or use of our products or relating to use of our website, social media and blogs etc, it may sometimes be used for research and analysis purposes by us or contracted service providers for us to better understand statistical trends in industry and product usage; or
 - from databases created using our online or hosted products. This information is first identified then may be used for benchmarking and/or for sale to third parties.

Financial information:

- In the case of financial information requested from parties wishing to be EnvisionBX resellers, this information is used to perform credit referencing and checking.
- Where credit card information is provided, we use it solely to check your financial qualifications and/or to collect payment from you.



Technical support or consulting:

- Your information will only be used or accessed for the purposes of resolving your technical issue with the product; and
- - in some instances your information may be used or shared with other departments or entities within the Envision Digital Group, for the purposes of improving our product or business; or
 - your information may be de-identified and used for product development training and the demonstration of our products; and
 - once your issue has been resolved your information is returned, destroyed or de-identified.

Where you might have purchased a product from one of our network of EnvisionBX partners:

- then the relevant partner will also have your information and they may from time to time contact you for the purpose of renewal of subscriptions based upon our records of whether or not you have renewed;
- we may at the request of an EnvisionBX partner provide information relating to the status of licences held by people who have purchased an EnvisionBX product from the relevant EnvisionBX partner; and/or
- we may provide de-identified personal information to our EnvisionBX partners for market analysis, e.g., number of current licences for our products held in a specific region etc.
- To communicate and promote our products and business.

If the personal information was collected through your other contact with us, i.e., not relating to your purchase or use of the EnvisionBX product and/or the third-party products (which integrate with an EnvisionBX product), we use your personal information in the following ways:

- To follow up any enquiries you may have made regarding our business or products and, because of the circumstances or express instructions from you, we communicate with you about products we understand you have or a likely to have an interest. Most of this communication with you will be by email. In all email communication of this kind with you, you will have the opportunity to opt out of any further emails.
- To tailor our communication with you to ensure the information and communication you receive from us is relevant to you.
- To assess and improve the effectiveness of our website and communication with you.
- To communicate and promote our products and business.

Direct Marketing

We will only use your personal information for direct marketing where we have obtained your consent, directly or indirectly and in compliance with the Privacy Principles and the *Spam Act 2003 (Cth)*. In the absence of express consent from you, we will only use or disclose the information in a way that you would reasonably expect your personal information to be used in relation to our business and products. For example, if you provide your business card to one of our employees at an event, we may communicate with you about our products or future events, unless you instruct us not to do so. In all our direct marketing to you, you will always have the ability to request us to discontinue sending to you any further of such direct marketing material to you.

If you would prefer not to receive communications from us that do not relate to any products to which you have subscribed or which you have purchased, please contact us as follows

**Australia**

Phone: 1300 074 484

Email: privacy@envisionBX.com.au

New Zealand

Phone: 0800 767 015

Email: privacy@envisionBX.com

United Kingdom

Phone: 0800 090 3115

Email: privacy@envisionBX.com

Or write to us:

The Privacy Officer

Envision Digital Pty Ltd

PO Box 76, Duncraig, Western Australia, 6023, Australia

OR

The Privacy Officer

EnvisionBX New Zealand Pty Limited

PO Box 76, Duncraig, Western Australia, 6023, Australia

New Zealand

OR

The Privacy Officer

EnvisionBX UK Limited

PO Box 76, Duncraig, Western Australia, 6023, Australia

United Kingdom



Disclosure

We will only use the personal information for the purpose for which it was given to us, or for purposes which are directly related to one of our functions or activities. We would only disclose information in circumstances permitted by the Privacy Principles, such as when:

- You have consented;
- You would reasonably expect, or have been otherwise made aware, that information of that kind is usually passed to individuals, bodies or agencies;
- It is otherwise required or authorised by law

Information collected may be shared with other subsidiaries within the Envision Digital Group for use in the provision and improvement of their products to you and in their advertising and marketing programs. Where information is shared within the Envision Digital Group it will be disclosed and handled in accordance with the terms of this Privacy Policy.

Subject to the exceptions below, very little external disclosure of your personal information is made by EnvisionBX outside of the Envision Digital Group:

- Where an external party wishes to communicate with any or all parts of the EnvisionBX user database, and EnvisionBX is agreeable to this communication being sent, we would generally undertake the communication on behalf of the external party (but at their cost) so that;
- Information may be provided to third party technical support services located outside Australia, for the purposes of dealing with technical support issues you may have raised to assist you and/or which may also assist us to improve our product and process generally. Please refer to *"Third Party Service Providers"* about our use of our third party suppliers and to *"Disclosure to overseas recipients outside the Envision Digital Group"*, to understand when your personal information may be disclosed to an overseas recipient
- If you have signed up for add-on services provided by third party suppliers such as banking services, integration services (such as, for example, with third-party product providers including Xero and BambooHR), bank data downloads, superannuation payment services, merchant accounts, SMS text services. In these cases personal information may also be passed on to the third party and will be used, disclosed and protected in accordance with the third party's respective privacy policy. Please refer to *"Third Party Service Providers"* about our use of our third party suppliers and *"Disclosure to overseas recipients outside the Envision Digital Group"* to understand when your personal information we collect may be disclosed to an overseas recipient;
- EnvisionBX may use, from time to time, external service providers to facilitate communications with its customers, for example a mail house. In these circumstances, EnvisionBX may provide personal contact/address information to the external service provider to enable the communication to be dispatched. Such information is provided to the external service provider on the strict basis that it be used for this purpose only and that their handling of the personal information provided to them complies with EnvisionBX's Privacy Policy and the obligations of the Privacy Principles. Agreements with the external providers are put in place to ensure this. Refer to *"Disclosure to overseas recipients outside the Envision Digital Group"* for more details;
- where the information is disclosed to a credit referencing bureau; or
- if required by law or to comply with a law, court order or legal process.

In the event there is a transaction which involves the sale or any or part of our business assets, it is possible that personal information we possess may be transferred as part of the transaction. Further, where reasonably practicable, we will specify that the personal information will be handled in accordance with this policy and consistently with the requirements of the Privacy Principles.



Disclosure to overseas recipients outside the Envision Digital Group

In accordance with the provisions of the Privacy Act and Privacy Principles we advise that some personal information may be disclosed to a third party outside Australia. These parties may only use the information for the identified purpose and must use, handle and disclose the information in accordance with this Policy. Please also refer to *“Third Party Service Providers”* to understand our use of third party suppliers.

Circumstances where your information may be collected, disclosed or stored outside Australia:

EnvisionBX

- When purchasing or renewing products or seeking technical support, you may be assisted by our overseas subsidiaries in New Zealand and/or the United Kingdom.
 - When installing and registering the product, personal information may be provided to our overseas subsidiaries in New Zealand and/or the United Kingdom in order to obtain the licence key or other access credentials for you to be able to use the product.

Website use

- If you visit our website and provide personal information, we use third party service providers to provide analytics and information relating to your use of our website.

EnvisionBX Website

You may explore and browse our website without providing any information about yourself. When you visit our website, for example, to purchase any products, or enrol into a training course, technical support, contribute to a forum, register for an event, participate in a competition or promotion, request further information from us, we generally request that you provide personal information about yourself primarily so that we can respond to your query, provide you with further information, confirm your details, booking etc.

You may choose not to provide this information but this would prevent or minimise your ability to experience the full features of the website, such as online payments, access to some subscription products, restrict access to certain areas of the website or activities.

The EnvisionBX website uses:

- “cookie” technology. What are cookies? Cookies are pieces of information that a web site transfers to an individual's hard drive for record-keeping purposes. Cookies make web-surfing easier for you by saving your passwords, purchases, and preferences while you're on a website. The use of cookies is an industry standard – you'll find them at most major web sites. You have the ability to accept or decline cookies if you prefer. If you choose to decline cookies, you may not be able to experience the full features of the website.
- “navigational information”. This is information about your computer and your visits to this website such as your IP address, geographical location, browser type, pages viewed, referral source. We use this information to improve the website. We may combine the navigational information and personal information to provide you with more tailored information about our products and business.



Social Media & Public Forum

Our website includes social media tools, such as the Facebook Like button, share this button. These features may collect your IP address, which page you are visiting on our sites, and may set a cookie to enable the feature to function properly. The social media tools are either hosted by a third party or hosted directly on our Websites. This Privacy Policy does not apply to these features. Your interactions with these features are governed by the Privacy Policy and other relevant policies of the companies providing them.

We also offer publicly accessible community forums, message boards and blogs. Please be mindful that any information you directly disclose through our public message boards, blogs, or forums, may be collected and used by others. We will correct or delete any information you have posted on the websites if you so request, please refer to *“Access to Information and Complaints”* section below.

Third Party Service Providers

We engage third party service providers to provide services to users of our websites and products and may need to share information, or give access to your personal information in order to provide information or products to you. The types of third party services may include analysing data, providing marketing assistance, technical support, consulting and training services relating to the installation, use, development, maintenance and support of our products, providing office and document management services.

We do all things reasonably practicable to select third party service providers, who represent, or who, in our reasonable opinion, we believe will comply with the Privacy Principles in relation to the collection, use, storage, disclosure and security of your personal information consistent with the Privacy Principles and this policy and only use the information for which it is disclosed.

Some of these third party service providers may store or host their data, which may include personal information they have collected on our behalf, outside Australia. Please refer to *“Disclosure to overseas recipients outside the Envision Digital Group”*.

When using our products, you may also access add-on services provided by third party suppliers, which are provided to you subject to the terms of the third party supplier’s terms and conditions. In these circumstances, the collection, use, handling, storage and security in relation to any personal information collected from you by such third party, will be solely governed by the terms of their privacy policy, not EnvisionBX’s Privacy Policy.

Third Party Websites

Our website and products may link to other websites. We do not control and are not responsible for, the content or data collection, handling and storage practices of any of these third party websites. Nor does the provision of any links to those websites constitute an endorsement of these other websites, their content or their practices. We do not have any control over any cookies or any tracking technologies they may apply.

This Privacy Policy does not apply to third party websites. These other websites are subject to their own privacy and any of their other related policies, if any.

Our responsibilities as a ‘controller’ under the GDPR

Controllers are defined by the GDPR as natural or legal persons, a public authority, agency or other body to which personal information or personal data has been disclosed, whether via a third party or not, and who determines the purposes and means of processing personal information. We are a controller under the GDPR as we collect, use and store your personal information to enable us to provide you with our goods and/or services.

As a controller, we have certain obligations under the GDPR when collecting, storing and using the personal information of EU citizens. If you are an EU citizen, your personal data will:

- be processed lawfully, fairly and in a transparent manner by us;





- only be collected for the specific purposes we have identified in the 'collection and use of personal information' clause above and personal information will not be further processed in a manner that is incompatible with the purposes we have identified;
- be collected in a way that is adequate, relevant and limited to what is necessary in relation to the purpose for which the personal information is processed;
- be kept up to date, where it is possible and within our control to do so (please let us know if you would like us to correct any of your personal information);
- be kept in a form which permits us to identify you, but only for so long as necessary for the purposes for which the personal data was collected;
- be processed securely and in a way that protects against unauthorised or unlawful processing and against accidental loss, destruction or damage.

We also apply these principles to the way we collect, store and use the personal information of our Australian customers or clients.

Specifically, we have the following measures in place, in accordance with the GDPR:

- **Data protection policies:** We have internal policies in place which set out where and how we collect personal information, how it is stored and where it goes after we get it, in order to protect your personal information.
- **Right to ask us to erase your personal information:** You may ask us to erase personal information we hold about you.
- **Right to ask us to restrict data processing:** You may ask us to limit the processing of your personal information where you believe that the personal information we hold about you is wrong (to give us enough time to verify if the information needs to be changed), or where processing data is unlawful and you request us to restrict the processing of personal information rather than it being erased.
- **Notification of data breaches:** We will comply with the GDPR in respect of any data breach.

Our responsibilities as a 'processor' under the GDPR

Where we are a processor, we have contracts containing certain prescribed terms in our contracts with controllers. Depending on circumstances, we can be a controller or processor or controller and processor. In addition to:

- our contractual obligations with controllers (where we are solely a processor); and
- our legal obligations under the GDPR as a controller (where we are both a controller and processor) as a processor we also have the following responsibilities under the GDPR:
 - not to use a sub-processor without the prior written authorisation of the data controller;
 - to co-operate with supervisory authorities;
 - to ensure the security of its processing;
 - to keep records of processing activities;
 - to notify any personal data breaches to the data controller; and
 - to employ a data protection officer and appoint (in writing) a representative within the European Union if required by the GDPR. (These are not required for the company at the present time).





Information Storage, Destruction & Security

EnvisionBX is committed to take all reasonable steps to protect all its information, including from misuse, interference and loss and unauthorised access, modification and disclosure.

We require all our employees, contractors and agents to agree to obligations of confidentiality with respect to information collected, handled or held by us or on our behalf, such as personal information and client information.

Information received by us or on our behalf, from clients or users of our products is treated in accordance with these obligations of confidentiality and the terms of this Privacy Policy.

EnvisionBX uses electronic customer management and database systems to store most of the personal information. Some of the customer management and database systems are web-based. Some of these systems may be provided by third party service providers. Please also refer to "*Third Party Service Providers*". Our databases and systems are accessed by authorised users and contain security features to ensure the protection and integrity of the data that we hold.

EnvisionBX data and customer data created using EnvisionBX products is stored on our servers which are kept in secure data centres owned and managed by third parties. Most of this data is hosted and stored in our data centre in Australia.

We generally return or destroy or de-identify data which has been provided to use for technical support or consulting purposes. Some data, once de-identified, may be kept for training or quality assurance (QA) purposes so that we may continue to develop and improve our products and processes.

Some of your personal information may also be stored in databases hosted by third party service providers, in Australia, United States, New Zealand, the United Kingdom, or other countries, please see the relevant paragraphs "*Third Party Service Providers*" and "*Disclosure to overseas recipients outside the Envision Digital Group*" for more details.



Access to Information and Complaints

The Privacy Principles provide you with the right to access the personal information that we hold in relation to you. If you would like:

- details of the personal information which we may hold about you;
- to correct any of the information that we hold; or
- to complain about a breach of the Privacy Act or Privacy Principles,

please contact us as follows:

Australia

Phone: 1300 074 484

Email: privacy@envisionBX.com.au

New Zealand

Phone: 0800 767 015

Email: privacy@envisionBX.com

United Kingdom

Phone: 0800 090 3115

Email: privacy@envisionBX.com

Or write to us:

The Privacy Officer

Envision Digital Pty Ltd

PO Box 76, Duncraig, Western Australia, 6023

Australia

OR

The Privacy Officer

EnvisionBX New Zealand Pty Limited

PO Box 76, Duncraig, Western Australia, 6023

OR

The Privacy Officer

EnvisionBX UK Limited



PO Box 76, Duncraig, Western Australia, 6023



We have internal procedures in place to deal with such requests, and we may require further information from you to verify your identity. Generally, we will correct or give access to your personal information where it is reasonable and practicable to do so in accordance with the provisions of the Privacy Principles. If EnvisionBX refuses to correct, or grant access to the personal information on grounds consistent with the Privacy Principles, then EnvisionBX will provide written notice to you of its decision and reasons for the decision in the form required under the Privacy Principles.

General

Should you have any queries in relation to this Privacy Policy or to issues generally surrounding the personal information that we hold about you, please contact the Privacy Officer at the relevant address referred to below.

From time to time, this statement may be amended. An up-to-date version of the Privacy Statement will always appear on this page. If we make any material changes, we will notify you by means of a notice on this page or notify you by email, at our discretion. We encourage you to periodically review this page for the latest information on our Privacy Policy.

Furthermore, you may request a copy of this Privacy Policy from either the addresses referred to above or by phoning or emailing:

Australia

Phone: 1300 074 484

Email: privacy@envisionBX.com.au

New Zealand

Phone: 0800 767 015

Email: privacy@envisionBX.com

United Kingdom

Phone: 0800 090 3115

Email: privacy@envisionBX.com

The EnvisionBX Privacy Policy is available as a PDF [here](#).

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