



## Privacy Policy

This Privacy Policy governs the manner in which Inspired Office collects, uses, maintains and discloses information collected from clients and users of the [www.inspiredoffice.com.au](http://www.inspiredoffice.com.au) website. It applies to the website and all products and services offered by Inspired Office.

### Personal Information:

Inspired Office is committed to safeguarding personal privacy. It recognizes that individuals have a right to control how their personal information is collected and used. Providing personal information is an act of trust and it is taken seriously. Unless given consent to do otherwise, Inspired Office will only collect and use personal information as set out below.

### Collection of Personal Information:

Inspired Office will not collect or monitor any personal information about an individual without their consent. The only personal information collected is what has been provided voluntarily.

### Use of Tracking Technologies:

Inspired Office uses tracking technologies such as cookies or web beacons to make use of the website and services as convenient as possible. Cookies are pieces of information that a web site transfers to a computer's hard disk for record keeping purposes. Most web browsers are set to accept tracking technologies such as cookies or web beacons. These tracking technologies do not themselves personally identify users, although they do identify a user's browser.

### Use and Disclosure of Your Personal Information:

Personal Information will be used for the following primary purpose:

- To fulfill obligations under any sale and purchase contract and/or any other contract between the individual and Inspired Office.

We may also use information or feedback you provide to improve our website, customer service and customer experience. We will not disclose any of your personal information to any other companies or third parties without your prior consent.



### **Confidentiality:**

A non-disclosure agreement (NDA) is used as a safeguard when one or both parties in a relationship wish to disclose confidential, valuable or sensitive information during their course of their work or service. Inspired Office includes a standard non-disclosure agreement, as part of your Service Agreement.

### **Data Quality and Security:**

The accuracy and security of your personal information is very important to us. Inspired Office aims to ensure the information we collect, use or disclose is accurate, complete and up-to-date. Individuals have the right to access any of their personal information held by Inspired Office for the purpose of review and correction.

Inspired Office employs reasonable efforts to protect your personal information from misuse, loss, unauthorized access, modification or disclosure. We have put in place reasonable physical, electronic, and managerial procedures to safeguard the information we collect. However, due to the inherent open nature of the Internet, we cannot guarantee that your personally identifiable information will be completely free from unauthorized access by third parties such as hackers.

Inspired Office therefore does not accept any responsibility for incidences of unauthorized access to personal information. Your use of our website and services demonstrates your assumption of this risk.

### **Contact by Inspired Office:**

Inspired Office may contact individuals using the information, which was provided by them in order to provide information that may be of interest about new Inspired Office products, services, special offers and to send newsletters.

### **Third Party Websites:**

Inspired Office may provide links to web sites outside of our website. These linked sites are not under the control of Inspired Office, and we are not responsible for the conduct of companies linked to or from our website, nor for the performance or otherwise of any content and/or software contained in such external websites. Browsing and interaction with any other website, including websites which have a link to our site, is subject to that website's own terms and policies.



### **Changes to this Privacy Policy:**

Inspired Office reserves the right to change our Privacy Policy at any time by updating this document. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically to become aware of modifications.

### **Your Acceptance of These Terms:**

By using our website, products and services, you signify your acceptance of this policy. Your continued use of the website, products and services following the posting of changes to this policy will be deemed your acceptance of those changes.

### **Problems or queries:**

Queries relating to this Privacy Policy, along with any problems or complaints may be directed to Inspired Office by:

Email - [hello@inspiredoffice.com.au](mailto:hello@inspiredoffice.com.au)

Phone - +61 402 447 172

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