

### PRIVACY POLICY

#### Application of this Policy

NumeroPro Pty Ltd ABN 25 652 326 121 is committed to complying with the requirements of the Privacy Act 1988 as amended from time to time ("Act"). The core requirements of the Act are set out in the National Privacy Principles ("NPPs"). The NPPs set out how an organisation such as NumeroPro should collect, use, keep, secure, and disclose personal information. The NPPs also give individuals a right to know what information an organisation holds about him or her, and a right to correct it if it is wrong.

NumeroPro's Australian Privacy Statement sets out NumeroPro's policy in Australia for handling personal information collected when dealing with its clients and business partners.

From time to time, NumeroPro may change its privacy statement. For example, as NumeroPro updates and improves its service, new features might require modifications to the statement NumeroPro may publish these changes on its websites at [www.numeropro.com.au](http://www.numeropro.com.au) and [www.payrollpro.com.au](http://www.payrollpro.com.au)

#### What personal information does NumeroPro collect?

"Personal Information" is any information or opinion from which an individual's identity can be ascertained. NumeroPro collects only the information necessary to provide its services. NumeroPro generally collects personal information such as an individual's name, address, e-mail address, user ID, banking details, date of birth, payroll details, and employment-related information such as salary details, superannuation contributions, Tax File Number, and PAYG withholding tax.

In most situations, NumeroPro collects personal information about an individual directly from the NumeroPro client who is employing the individual. Where NumeroPro is provided with personal information by its clients, it relies on its clients having obtained the consent of the individual for the collection, use, and disclosure of his or her personal information to and by NumeroPro. It also relies on its client's drawing the points set out in this statement to the individual's attention.

#### Why does NumeroPro collect and use personal information?

NumeroPro collects and uses personal information for a number of purposes, such as:

- Providing payroll services and child care management services
- Billing and account management
- Internal business operations such as planning, product development, research, and reporting to NumeroPro-related companies
- Advising clients of functions and product launches
- Providing direct market offers for products and services provided by or on behalf of NumeroPro (or other organisations), which NumeroPro considers to be of interest to its clients

NumeroPro does not collect personal information prior to obtaining the consent of its clients or of the individual(s) involved.

#### Disclosure of personal information

We do not sell or rent Personal Data collected through this site to anyone. NumeroPro, in using personal information might need to disclose personal information to various organisations and/or parties, such as the Australian Taxation Office, banking/financial institutions, superannuation authorities, health insurance organisations, contracted service providers, business partners, and related companies of NumeroPro. NumeroPro may also disclose information in special cases when NumeroPro believes, in good faith, that such action is reasonably necessary, for example: (a) to conform to legal requirements or comply with legal process; (b) to protect and defend NumeroPro's rights or property; (c) to enforce NumeroPro's contractual arrangements; or (d) to protect the interests of NumeroPro's clients or others.

#### How Does NumeroPro protect personal information?

We protect your Personal Data by using industry standard techniques such as firewalls, encryption, intrusion detection and site monitoring. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your Personal Data, we cannot ensure or warrant the security of any information you transmit to us or receive from us. This is especially true for information you transmit to us via e-mail. We have no way of protecting that information until it reaches us. Once we receive your transmission, we make our best effort to ensure its security on our servers. Internally, we will restrict access to your Personal Data to employees who need access to the information in order to do their jobs. These employees are limited in number, and

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are committed to our privacy policies. Additionally, we will never ask you for your password in an unsolicited phone call or in an unsolicited e-mail.

We will review our security arrangements from time to time as we deem appropriate.

NumeroPro exercises great care to protect personal information that it holds. This includes, among other things, using industry-standard techniques such as firewalls, encryption, intrusion detection, and site monitoring.

Internally, NumeroPro restricts access to personal information to employees or parties who need access to the information in order to do their jobs. These employees or parties are limited in number, and are committed to maintaining confidentiality.

Some NumeroPro sites, like many other commercial web sites, may utilize a standard technology called "cookies" to collect information about how our site is used. Cookies were designed to help a web site operator determine that a particular user had visited the site previously and thus save and remember any preferences that may have been set while the user was browsing the site. Cookies are small strings of text that web sites can send to your browser. Cookies cannot retrieve any other data from your hard drive or obtain your e-mail address. If you are simply browsing a NumeroPro informational site, a cookie may be used to identify your browser as one that has visited the site before.

We may also make use of memory-based cookies in support of authenticating the user of certain NumeroPro web applications. Similarly, if you are a registered user of a site providing service to NumeroPro's clients (and have a user ID and password), we may use cookies so that we can provide personalized information based on preferences you have indicated while using the site. You have the ability to modify your browser to either accept all cookies, notify you when a cookie is sent, or reject all cookies. However, if you reject cookies you may not be able to utilise NumeroPro services that require registration.

**Changes to our privacy policy**

From time to time it may be necessary for us to review and revise our privacy policy. We reserve the right to change our privacy policy at any time. We may notify you about changes to this privacy policy by posting an updated version on our website.

While this Privacy Policy states our standards for maintenance of Data and we will make efforts to meet them, we are not in a position to guarantee these standards. There may be factors beyond our control that may result in disclosure of data. As a consequence, we disclaim any warranties or representations relating to maintenance or nondisclosure of Data.

NumeroPro is not responsible for the content or the privacy policies of external web sites to which we may link.

**How can you help protect your information?**

If you are providing personal information to NumeroPro (or receiving it from NumeroPro), NumeroPro requests that you take all necessary steps to ensure that it is accurate, complete and up-to-date.

**How can you correct, access and update your information?**

You can view your personal information at any time (subject to the Act). If any information is incorrect, you can contact us at [privacy@numeropro.com.au](mailto:privacy@numeropro.com.au)

**What can you do if you have a complaint?**

Any complaint regarding a possible breach of privacy by NumeroPro should be directed to NumeroPro's Privacy Officer at [privacy@numeropro.com.au](mailto:privacy@numeropro.com.au)

Privacy Officer, PO Box 6309, Gold Coast Mail Centre, Qld 9726