Privacy Policy



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Version 1

ERICOM PTY LTD Privacy Policy

1. PURPOSE

1.1. Ericom and associated companies are committed to the protection of privacy. The aim of our Company is to provide an environment which will ensure information provided to us will be handled in as secure, efficient and confidential a manner as possible, and in accordance with legislation.

2. WHAT INFORMATION DO WE COLLECT AD STORE.

2.1. Customers of our Company may be asked to submit personal details about themselves. The information submitted is stored in our database.
The customer has two options and must clearly indicate their option on their order or signed acceptance.

3. HOW DO WE USE THE INFORMATION WE COLLECT.

3.1. The information we collect is used to provide the Company's services. We do not submit personal information to third parties, however when or if it becomes necessary to do so we will seek consent prior to submitting personal information where practicable.

3.2. We reserve the right to modify the information, collate, edit or track personal information in order to improve our services or if required by law.

4. SECURITY, QUALITY AND ACCURACY OF INFORMATION

4.1. We endeavour to keep personal information up to date and accurate, however providers of information must let us know if there are any details accidentally recorded incorrectly. We will endeavour to correct personal information within three business days of receiving a written request.

4.2. Whilst we will take all due care in protecting the security, confidentiality and privacy of the information submitted, we cannot guarantee that systems will be completely free from third party interception.

5. RIGHT TO ACCESS AND AMEND INFORMATION

5.1. If details about other parties have been submitted to the Company, there is an entitlement to access the information that is subsequently handled within our organisation. There are exceptional circumstances where access to individual personal information may be refused by us such as where access would be unlawful. We will advise you of such circumstances if they arise.

5.2. If access to personal information is required, please submit a request to the Managing Director of ERICOM Pty Ltd outlining the documents or information required. We will endeavour to respond to any query within three business days of receiving a written request