

PRIVACY POLICY

Body Mind Fit Pty Ltd (ACN 663 517 682) ("**Body Mind Fit**", "**we**", "**our**" and "**us**") is bound by the *Privacy Act 1988* (Cth), the Australian Privacy Principles and any other laws which relate to privacy.

This Privacy Policy sets out Body Mind Fit's practices in relation to the collection, use, disclosure and handling of Personal Information we receive from users of our website. This Privacy Policy also applies to our employees and contractors in relation to the collection, storage, use and disclosure of Personal Information in the workplace.

In order to provide you with the best service we may ask you to provide us with Personal Information from time to time. By using the Body Mind Fit website, you agree to the collection and use of information in accordance with this policy.

You should read this Privacy Policy in conjunction with our Terms and Conditions. You should familiarise yourself with the Terms and Conditions and Privacy Policy on our website, and we recommend that you review these policies from time to time so that you are aware of any changes.

Information Collection & Use

While using our website, we may ask you to provide us with certain personally identifiable information that may be used to contact or identify you, including details such as your name, address, email address and phone number ("**Personal Information**"). We may collect this information when you:

- attend an appointment workplace seminar, or one of our events either in person or remotely via telephone and/or video conferencing facilities
- book a meeting with us over the phone, via text or our website
- contact us via our social media pages
- when you enter a competition
- when you contact us with an enquiry or complaint in relation to our services
- access and use our website

We may also collect Personal Information from third parties, including when you authorise others to provide your details to us on your behalf.

We may also collect information that does not identify you, including collection of aggregated information about how users use our website.

We may collect, hold, use and disclose your Personal Information to:

- provide products and services to you and to send communications to you, including as a result of a contractual arrangement with your workplace
- answer your enquiries and provide information or advice about your program or new products or services
- advise you if we relocate, rebrand, sell or close our business
- assess the performance of our website and to improve its operation and our customer service
- manage business functions, including governance and providing Personal Information to our related bodies corporate, contractors, service providers or other third parties, including for marketing and research purposes
- maintain and update our records
- comply with our legal obligations

We may also collect Personal Information about family members and other third parties from you, so that we can provide products and services to those third parties. If you provide Personal Information about a third party individual to us, you must ensure that they are aware of this Privacy Policy and they understand and agree to accept it. If the individual is under 18 years of age or does not have the

capacity to understand and agree to these terms, a parent or guardian acknowledges and agrees to this paragraph through the acceptance of the Terms and Conditions of our website.

Disclosure of Personal Information

We will only disclose information about you to any third party in accordance with this Privacy Policy. Body Mind Fit will not disclose your sensitive information without your consent, unless we need to disclose such information in accordance with the *Privacy Act 1988* or to comply with any other legal or regulatory requirement.

We may disclose your Personal Information to our related bodies corporate, third party suppliers, service providers, government and quasi-governmental organisations, prospective purchasers of part or whole of our business located overseas, for some of the purposes listed above. We take reasonable steps to ensure that the overseas recipients of your Personal Information do not breach the privacy obligations relating to your Personal Information in place in Australia.

Retention Policy

We retain your Personal Information in line with relevant legislation and for as long as the information is relevant to our business purposes as set out above, or until you request that we remove the information by contacting Body Mind Fit.

Body Mind Fit will remove your Personal Information from its database if you request that we do so, within a reasonable time of such request, subject to our obligations under any applicable law.

Cookies

Our website uses cookies, which allows us to identify your browser while you are using our site. Cookies do not identify you, they simply allow us to track usage patterns so that we can measure the level of interest in various areas of our site. You can change your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our website.

Communications

We may use your Personal Information to contact you with newsletters, marketing or promotional materials and other information. If we send information, you will have the option to 'opt out' of receiving information at the end of each communication.

You may request a copy of any of your Personal Information held by us by contacting us in writing. We cannot provide you with the Personal Information of others.

Blog

If you use the blog application on our website, you should be aware that any Personal Information you submit can be read, collected or used by other users of these forums, and could be used to send you unsolicited messages. Body Mind Fit is not responsible for any Personal Information you choose to submit to these forums.

Security

The security of your Personal Information is important to us, and we take reasonable steps to protect Personal Information that we hold in hard copy or electronically, including the use of passwords and internet security measures.

No method of transmission over the Internet, or method of electronic storage, is 100% secure. While we use reasonable and commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Body Mind Fit is not responsible for the privacy policies of any third party, and accepts no liability on behalf of any third party as they are responsible for informing you about their own privacy practices. If you click on any links to third party websites you should ensure that you review their privacy policy.

Indemnity

Whilst we will use all reasonable endeavours to safeguard your Personal Information, we cannot guarantee that your Personal Information will be protected against unauthorised access, misuse or disclosure. We do not accept any liability for the improper actions of unauthorised third parties.

Body Mind Fit ensures that all of its employees and contractors are bound by a confidentiality agreement requiring that they do not use or disclose your Personal Information in a manner contrary to this Privacy Policy.

You agree to indemnify and hold harmless Body Mind Fit, and our directors, employees, and agents, from and against all claims, actions, demands, and liabilities arising in connection with your use of our website or your breach of any of this Privacy Policy.

Changes to our Privacy Policy

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website. Your continued use of this Website after any changes to this Privacy Policy will mean you accept those changes and that you consent to abide and be bound by the modified Privacy Policy.

Complaints – Breach of Privacy obligations

Please contact us immediately if you believe that we have breached our privacy obligations. We request that you provide the specific details of the breach in writing so that we can investigate your complaint.

It may be necessary for us to contact you to ensure that we have adequate details regarding your complaint, confirm our understanding of the incident and explain the steps and duration of our investigation procedure. We will write to you to communicate the outcome of our investigations.

You may contact the Office of the Australian Information Commissioner (Australia) (www.oaic.gov.au) if you consider that we did not adequately manage your complaint or you would like to make a complaint about our handling of your Personal Information.

Contact Us

If you have any questions about this Privacy Policy, please contact us by email at brad@bodymindfit.au by phone on 0420 442 212.

For more information about privacy in Australia, please contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au

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