

## Privacy Policy

This privacy policy sets out how Smart Guide Pty Ltd uses and protects any information provided by you when using this website.

Smart Guide Pty Ltd is committed to ensuring your privacy is protected consistent with the National Privacy Principles.

Smart Guide Pty Ltd collects personal information only when it is reasonable and necessary to provide the services that you require. Every effort will be made to ensure that information will be collected in a fair and reasonable way. We will not use or disclose your personal information without your prior consent unless required by law.

## Security

This online service is hosted in Australia in secure accredited facilities. To help protect the privacy of data and personal information we collect and hold, we have put into place suitable physical, electronic and administrative safeguards to secure the information collected online.

Smart Guide Pty Ltd takes reasonable steps to ensure that the personal information about you is accurate, up to date and complete and that there is no unauthorised access, modification, disclosure, misuse or loss. Personal information will be destroyed or deleted when no longer required.

## How we use cookies

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

If you have any questions about this privacy policy, you can contact us through any of the available methods listed on our Contact page.