

## PRIVACY POLICY

This website is owned & operated by Blackwattle Pottery Pty.Ltd. For enquiries or comments regarding this website, email [blackwattlepottery@bigpond.com](mailto:blackwattlepottery@bigpond.com)

By using this website, it is understood that you accept the Privacy Policy as stated below, along with site policies such as the general terms & conditions, customer service policy, ordering, deliveries & returns. If you do not agree with any aspect of the Privacy Policy stated below, do not use this website.

By browsing this site, placing an order or registering as a user, you agree to be bound by the conditions below. Blackwattle Pottery comply with the Australian Federal Privacy Act 1988 & the Australian Trade Practices Act 1974.

## YOUR PRIVACY

We are committed to protecting your privacy. We use the information gathered to enable your account and to enhance your online experience. Please read on for more details about our privacy policy.

## USE OF INFORMATION

Blackwattle Pottery will not sell its database of customer details or details about customers to a third party.

We respect the right of users to remain anonymous and will endeavour not to knowingly disclose user identities unless directed by a court of law.

### When does Blackwattle Pottery disclose the information it collects to outside parties?

Blackwattle Pottery does not sell, trade, or rent your personal information to others. We may release customer information when we believe, in good faith, that such release is reasonably necessary to (i) comply with law, (ii) enforce or apply the terms of any of our user agreements or (iii) protect the rights, property or safety of Blackwattle Pottery, our users, or others.

### What information do we collect and how do we use it?

Blackwattle Pottery will only collect personal information where necessary to do so within the course of usual business. When registering for newsletter updates or ordering online, basic personal details will be collected from the individual. Blackwattle Pottery will only collect personal information in a way that is fair & lawful.

At the time of collection or as soon as is practical Blackwattle Pottery will take steps to inform you of the following:

- The purpose for which information is being collected
- The organisations which Blackwattle Pottery discloses information to.
- When placing an online order your information will be disclosed to a courier service for delivery.
- The consequence (if any) of not providing accurate information.

## PROTECTION OF INFORMATION

When you place orders, we use a secure server. The secure server software (SSL) encrypts all information you input before it is sent to us. Furthermore, all of the sensitive customer data we collect is protected by several layers of encryption and several layers of security to prevent unauthorised access. Please note that credit card details are not stored online for more than the duration of a transaction.

Blackwattle Pottery will take all reasonable steps to ensure that personal information held is protected from misuse, loss, unauthorised access, modification or disclosure.

## ACCESS TO INFORMATION

You can gain access to your personal information held by Blackwattle Pottery at any time, unless the information is limited by emergency situations, specified business imperatives & law enforcement or other public interests.

## REMOVAL OF PERSONAL INFORMATION

When your personal information is no longer required it will be permanently destroyed or de-identified. At your request personal information can be removed at the earliest convenience.

## NEWSLETTER & DIRECT MARKETING

Blackwattle Pottery may occasionally use personal information for monthly newsletters & direct marketing.

## COLLECTION OF VIEWING INFORMATION

Blackwattle Pottery may collect personal information by the use of "Cookies". Cookies enable us to assign a unique permanent identifier to a computer that can be used to associate requests from our website to a particular computer. If you wish, you may be able to disable cookies by changing the settings on your internet browser.

## CONTACT INFORMATION

For further information or clarification of the Privacy Policy stated above please contact Blackwattle Pottery by emailing [blackwattlepottery@bigpond.com](mailto:blackwattlepottery@bigpond.com)

I HAVE READ THESE TERMS & CONDITIONS & ACCEPT THEM BY MAKING USE OF THIS BLACKWATTLE POTTERY WEBSITE.