

# Privacy Policy

This Privacy Policy applies to all personal information collected by Soferio Pty Limited via the web application you are using (or related sites).

## How to contact us about privacy

Your privacy is very important to us. For that reason, please read the following details carefully and get in contact with us if you have any questions. You can contact us on: [info@soferio.com](mailto:info@soferio.com).

## Collection and Purpose

We may collect personal information from you in the course of your website if you input any personal information into the website. In addition, we also collect cookies from your computer, which enables us to tell when you use the website and also to help customise your website experience.

We may use 'cookies' for maintaining contact with a user through a website session. A cookie is a small file supplied by our web server and stored by the web browser software on your computer when you access this site. An explanation of cookies can be found at the site of the Office of the Australian Information Commissioner. Cookies allow us to recognise you as an individual as you move from one of our web pages to another. This information is only used to help you use our website systems more efficiently, not to track your movements through the internet, or to record private information about you.

The purpose for which we collect personal information is to provide you with the best service experience possible on the website. Some provision of personal information is optional. However, if you do not provide us with certain types of personal information, you may be unable to enjoy the full functionality of the website.

## Disclosure

We customarily disclose personal information only to our technology service providers who assist us in operating the website. We will only disclose personal information to an unrelated third party with your consent.

## Access and correction

National Privacy Principle 6 of the Australian Privacy Act 1998 (Cth) may allow you to get access to, and correct, the personal information organisations hold about you in certain circumstances. If you would like to obtain such access, please contact us on the details set out above.

## Security

We have processes in place to fortify the security of your personal information, including encryption of data when it is transferred to our service providers and limitations on access to personal information within our organisation.

## Storage locations

The Site and related data (including your data) are hosted on secured servers maintained by Amazon Inc (the operator of the Amazon AWS service) and Salesforce.com Inc (the operator of the Heroku service).

All PDF documents are all stored in encrypted format on Amazon-hosted secure servers located **only in Australia**. Website text and imagery, website form fields, and tokens are transferred in encrypted form, to and from secure servers in the United States hosted by Heroku.com.

You hereby irrevocably consent to your data being transferred to and stored by such providers in such locations.

## Acceptable Use Policy

Soferio Pty Limited requires you to use our Services responsibly.

You agree not to act in bad faith in connection with the service ("Services"). You must not, and must not allow, induce others to, or attempt to do or induce the following:

- examine or test the vulnerability of any system or network;
- circumvent any information security or identity authentication measures;
- access or use non-public areas or parts of the Services, or shared areas of the Services you are not expressly authorised to access or use;
- disrupt any user (or group of users) of the Service, for example by overloading or sending unsolicited email to users of the Service;
- access the Services by any means other than our expressly authorised mechanisms (for example, "scraping");
- send unsolicited communications;
- exceed (in volume or otherwise) ordinary reasonable usage of the system;
- send deceptive or false source-identifying information;
- abuse the Services in a manner that intentionally attempts to circumvent express or reasonable usage limits;
- re-sell the Services or Services accounts;
- use automated or other means to create accounts or data in bulk;
- publish or share materials that are unlawfully indecent, or that advocate bigotry, religious, gender-based, racial or ethnic hatred or discrimination; or
- violate the law in any way including by storing or publishing documents or information that are deceptive, defamatory, or that violate the privacy or infringes the rights of others.

You will inform Soferio Pty Limited in writing as soon as practicable in the event that you discover that others are breaching this Acceptable Use Policy.

You accept that the decisions of Soferio Pty Limited (or its successors or assigns) from time to time as whether conduct is permitted or not permitted by this Acceptable Use Policy are wholly within Soferio's discretion, do not require natural justice to be afforded to you and are not challengeable.

