PRIVACY POLICY

Effective date: 30th December 2022

Website <u>https://e-clectica.com.au</u> ("The Site") is owned and operated by E-clectica Creative Collective

E-clectica Creative Collective can be contacted at: <u>hello@e-clectica.com.au</u> or +61 478 771 111

Purpose

The purpose of this privacy policy is to inform the users of our Site of the following:

- 1. The type of data we will collect
- 2. The use of collected data
- 3. Who has access to the data collected
- 4. The rights of the Site's users and
- 5. The Site's cookie policy.

Consent

By using our Site, the users agree to consent to:

- 1. The conditions set out in this Policy and
- 2. The collection, use and retention of data listed in this Policy.

Personal data we collect

We only collect data that helps us achieve the purpose set out in this Privacy Policy. We will not collect any additional data beyond the data listed below, without notifying you first.

Data collected automatically

When you visit our Site, we may automatically collect and store the following information:

- 1. Clicked links
- 2. Content viewed.

This data is de-identified and aggregated for the purpose of website analytics.

If you submit your contact details via our web contact forms, stored data is 100% secure, as our web platform has a multiple-layer security architecture and uses secure servers and encryption methods that render any personal data unreadable.

How we use personal data

Data collected on our Site will only be used for purposes specified in this Privacy Policy. We will not use your data beyond what is disclosed in this Policy.

The data collected will be exclusively used for the purpose of our statistics and website analytics and will not be shared with any third parties.

Who do we share personal data with

Employees

We may disclose user data to any member of our staff who may reasonably need access to data to achieve purposes set out in this Policy.

Other disclosures

We will not share or sell your user data to any third parties, except in the following care:

- 1. If the law requires it
- 2. It is required for legal proceedings
- 3. To protect our legal rights.

How long do we store your personal data for

We will store your data for as long as it takes for us to achieve the purpose set out in this Policy.

How we protect your personal data

We protect your data by using browser encryption, secure cloud storage on safe servers and by implementing and applying the best cybersecurity and cybersafety practices. All data is only accessible to E-clectica Creative Collective staff who are bound by strict confidentiality agreements.

While we take all reasonable precautions to protect user data, there always remains a risk as the internet as a whole can be insecure at times, and therefore we are unable to guarantee the security of user data beyond what is reasonably practical.

Children

We do not knowingly collect and store the personal data of children under 16 years of age. If we learn we collected data from a child of 16 years or under, the collected data will be deleted as soon as possible.

If a child under 16 years of age provided us with personal data, their parent or guardian may contact us.

How to access, modify, and delete data we collected

If you would like to know if we collected your personal data, how we used your data or if you would like to have your data modified or deleted, please contact us.

Cookie Policy

A cookie is a small file, stored on user's hard drive by a website. Its purpose is to store data relating to user's browsing habits.

We use two types of cookies on our website:

- 1. Functional cookies (used to remember selections you made on our Site)
- 2. Analytical cookies (allow us to improve the design and functionality of our Site by collecting data on how you access our Site, how long you visit our Site, which content you view etc.)

Contact

If you have any questions, concerns or complaints, please contact us at the phone number or email address provided above.

This Privacy Policy may be amended from time to time in order to maintain compliance with the law and reflect any changes to our data collection process.