

PRIVACY POLICY

The Insources Group Pty Ltd (referenced herein as “we,” “us,” “INSOURCES,” or “our”) has developed this policy statement to assist end-users (referenced herein as “you”, “user,” or “your”) of the websites and/or digital properties owned and operated by INSOURCES including but not limited to all sites associated with insources.com.au, microsites for INSOURCES events, INSOURCES learning portal, INSOURCES online store, and all sites associated with insources.com.au in understanding why INSOURCES collects personally identifiable information (the “**Privacy Policy**”). The following Privacy Policy summarises the personally identifiable information gathering and use practices for all websites and/or digital properties owned and operated by INSOURCES, namely insources.com.au (collectively, as referenced herein as the “**website**” (although collection or use of information will vary based on the particular website or portal visited by you)).

INSOURCES reserves the right to change this Privacy Policy at any time to address changes to its information collection, disclosure, or use practices or changes in law. If INSOURCES makes changes to this Privacy Policy, INSOURCES will post those changes at this location and provide notice of any material changes so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We encourage you to review this Privacy Policy on a regular basis.

INFORMATION WE COLLECT

Technical Information gathered automatically

When you browse our website without registering or signing in, you do so anonymously. We gather technical information including, but not limited to, browser type, IP address, pages visited and other activities on the Website, device type, and time and date of visit. We may use cookies or similar technology to collect such information for advertising and other purposes. See the Digital Advertising & Analytics section of this Privacy Policy to learn more about the use of this information and the choices available to you.

Personal Information you provide to us

On various pages of the website, you will have an opportunity to provide information to us about yourself such as your name, address, place of employment, job title, photograph, phone number, and email / or address. You provide this information when you register with the website or send a message on the website. In addition, when you register on our website or send a message on the website, your personally identifiable information, including your email, will be added to our customer database and distribution list. You may make changes to your preferences on www.td.org by signing in, navigating to My Account, and selecting “Communications Preferences.”

Financial Information

INSOURCES does not collect credit or debit card information.

In addition, INSOURCES may supplement the personally identifiable information collected from you with information from other sources, such as publicly available databases or other information from business partners, in order to enhance INSOURCES' ability to provide or advertise its services or those of other entities or to otherwise tailor, manage, or operate the website.

The provision of information is sometimes required by law and at other times is a result of a contractual requirement. You may be required to provide information, for example in a case where we sign a contract with you, and the non-provision of information could, in certain circumstances, prevent a transaction from being completed.

USE OF INFORMATION

Personal and Contact Information

INSOURCES uses your personal information to operate the website and, in particular, facilitate the education, interactive community and networking capabilities of the website, advertise its services and the goods and services of its members and third parties, create a personalised experience for you, provide you with news, articles, and information, for internal business purposes, to contact you regarding a survey, get in touch with you when necessary with respect to transactions conducted through the website, material changes in the website's policies and agreements, new products, events, tools as well as services INSOURCES may offer, or otherwise.

Demographic Information

INSOURCES shares demographic data on an aggregated basis, which will not identify any particular user, with INSOURCES' members, partners and affiliates and for advertising or other technical or business purposes.

Financial Information

INSOURCES will use financial information to fulfil your transaction or order.

Survey Results

INSOURCES uses survey results for business or marketing purposes or as may be required by law, and to participate in government programs and initiatives.

Technical Information

INSOURCES will use this information to facilitate educational opportunities, provide content, participation, or otherwise allow access to or use certain information, tools, or features and for improving the website's performance, usability and design. INSOURCES also uses technical information to help diagnose problems with

INSOURCES' servers, analyse Website usage trends, track user movements on the website and to otherwise manage and monitor the website.

Where we intend to process your personal data for a purpose other than the purpose for which it was collected, we will provide you with information regarding the purpose for the processing, as well as other relevant information, prior to processing your personal data for the new purpose.

Disclosure of Information

We may share personally identifiable information with third parties, including the following:

- a. Affiliated third parties and partners such as INSOURCES advertisers, sponsors, or suppliers;
- b. Third parties that perform services on our behalf, such as for website operation, the INSOURCES learning portal, marketing, and transaction fulfilment purposes;
- c. INSOURCES members through the INSOURCES member directory on the website;
- d. Third parties for their direct marketing purposes;
- e. As part of a corporate sale, merger, or acquisition, or other proceedings that may require so. In the event a transaction/proceedings of this kind occur and the transfer of personally identifiable information is required, INSOURCES will notify you via e-mail and/or place a prominent notice on the Website for 30 days of any such change in ownership or control and the possible changes to this Privacy Policy;
- f. To protect against misuse or unauthorised use of the website or as is otherwise required to limit legal liability, protect or defend INSOURCES' rights, property, or interests, or protect the safety, rights, or property of INSOURCES' users;
- g. When legally required to do so in accordance with government requests or regulations or legal proceedings; or
- h. With your consent or as otherwise disclosed at the time of data collection or sharing.

The Website may also allow you to create a customer or member profile (“**Profile**”) and participate in Online Communities. You have choices about the information you include in your Profile, such as your job title and photograph. INSOURCES wishes to remind you that any information you disclose in your Profile or in a communication forum, including any personally identifiable information, could become public information and visible to all INSOURCES members.

We may share information that has been de-identified or aggregated without limitation, including with our business partners, members, and affiliates and/or the general public, the news media, and with the Australian Government and state governments.

Complaints / Contact us

If a breach of this Privacy Policy occurs, a complaint may be made to us by sending it to:

- Insources Group Pty Ltd (info@insources.com.au)
Attention: Privacy Officer
- or by calling 1300 208 774

We will endeavour to respond to any complaint within 30 days. If you are not satisfied with our response to your complaint you may seek a review by contacting the Office of the Australian Information Commissioner using the information available at <http://www.oaic.gov.au/privacy/privacy-complaints>.