

Privacy Policy

Please read this Privacy Policy carefully. When you submit your Personal Data to Creative Business Coach (CBC) via and by using the Website and CBC services, you are giving your consent to the use of your Personal Data in the manner described in this Privacy Policy.

CBC is committed to safeguarding the privacy of its employees, clients, and users of its website. This Policy outlines CBC's general policy and practices. CBC collects and uses Personal Data to provide services for its prospective and current clients and employees. This Privacy Policy is designed to set forth how CBC will handle Personal Data that it collects in the normal course of business. The CBC Privacy Policy applies to:

- all individuals who provide Personal Data, such as prospective and current clients, employees, business partners, registered users of the CBC website and others;
- all locations where CBC operates, even where local regulations do not exist;
- all methods of contact, including in person, written, via the internet, direct mail, telephone or facsimile.

The Creative Business Coach Website

Most aspects of the site can be viewed without providing personal information, however, for access to newsletter registration and future CBC support features you may be required to submit personally identifiable information.

The CBC website acts as a venue for

- 1) CBC to provide information, accept registrations, send newsletters, process orders and perform customer service
- 2) Members of the public to receive marketing information, submit inquiries, and generally learn about CBC.

CBC may provide links to the websites of a limited number of third parties. This Privacy Policy applies to the CBC website, not to third party websites. CBC is not responsible for the content, reliability, security, or privacy practices of these third party websites.

Principles

What we collect

In the course of conducting its business and to comply with government regulations, CBC collects certain Personal Data. Personal Data is information related to an identified or identifiable person. Names, titles, business and/or home addresses, email addresses, LinkedIn, Facebook and social media contacts, website addresses and pertinent general information for CBC to service its clients are all examples of Personal Data.

Use of personal information

CBC uses this information for the purpose of identifying individuals personally and communicating with them. CBC may request clients and employees, applicants, customers and registered users of the CBC website to complete questionnaires or surveys regarding their experience with CBC

or their use of the website. Responses are used by CBC solely to assist it in improving services or the navigation features and functionality of the website. Participation in such surveys is voluntary.

Certain additional information may also be collected from users of this website in an aggregate form and used solely in connection with improving the performance and responsiveness of our services and website. This information may include but is not limited to browser type, version and language, operating system, pages viewed while browsing the site, page access times and referring website address, user's originating domain, time of visit, connection speed, domain names, and Internet service provider. This information is not personally identifiable information and CBC makes no attempt to correlate such information to an individual user.

Onward Transfer

Information collected by CBC is collected, stored, and processed in a commercial database.

CBC may disclose Personal Data as follows:

Third Party Service Providers: CBC may from time to time, outsource some or all of the operations of its business to third-party service providers. Entities with which CBC partners for special projects or initiatives are provided with the minimum amount of information needed for the purpose of accomplishing their tasks and we restrict how such service providers may access, use and disclose your data.

Agents: CBC sometimes works with other companies and individuals to perform functions on its behalf. Examples include performing legal and other professional services. These agents have access to Personal Data needed to perform their functions, but they are bound to restrict their use to the purposes for which they have been retained by CBC.

Business Transfers: In the event that CBC sells or buys any business or assets, CBC may disclose Personal Data to the prospective seller or buyer of such business or assets.

Legal Investigations and Requests: CBC may disclose Personal Data to law enforcement agencies or other governmental agencies when required to do so or when CBC in good faith believes it is necessary in order to comply with legal obligations.

Protection of CBC and others: CBC may release data when we believe release is appropriate to enforce or apply our policies and other agreements, or protect the rights, property or safety of CBC, our employees, or others. This does not include selling, renting, sharing or otherwise disclosing Personal Data for commercial purposes in violation of the commitments set forth in this Privacy Policy.

Choice

When hiring employees CBC must collect and transfer Personal Data in order to comply with statutes, rules and regulations pertaining to employment. It is necessary for CBC to collect, store and in some cases transfer personal data to third parties such as payroll service companies, insurance organisations or government agencies as required by law. Any such transfers will be solely for the purposes of fulfilling CBC's obligations to its employees. Concerned individuals may withhold consent to such transfers and will

be informed of the impact such opt-out will have on their employment within CBC (e.g. inability to process benefits in a timely or appropriate fashion).

Data Integrity

Individuals may contact CBC to update the content and accuracy of their information. Although individuals may change their data, CBC may retain in backup or inactive files the uncorrected or outdated data. Such data may be retained for several reasons, including backups for disaster recovery planning, dispute resolution purposes, troubleshooting, and enforcement of agreements. Therefore, individuals should not expect that all of their historical data would be removed from our database at the time they notify us of changes. CBC reserves the right to correct Personal Data to make it current and consistent with data directly provided by individuals, for example, when they update their address on their resume but not elsewhere.

Security

CBC takes reasonable security measures such as password protection and physical locks, etc. as it deems appropriate to protect the information it collects from loss, misuse, unauthorized access, disclosure, alteration and destruction.

Enforcement

CBC regularly reviews its compliance with this privacy policy and periodically verifies that the policy is accurate and comprehensive for the information intended to be covered. CBC encourages interested individuals to raise any concerns using the contact information provided and CBC will investigate and attempt to resolve any complaints and disputes regarding use and disclosure of Personal Data.

Amendments

This Privacy Policy may be amended from time to time. CBC will post any revised policy on this website. CBC will not use Personal Data in a manner inconsistent with the Privacy Policy under which your Personal Data is collected without your consent.

Contact Us

Questions or concerns regarding this Privacy Policy can be directed by email to:

jo@creativebusinesscoach.com.au

Creative Business Coach, P.O. Box 1360, St Kilda South, Victoria, Australia 3182

Effective Date: 8 February 2013