

# Custom Foot Australia Pty Ltd Privacy Policy

## Purpose

The purpose of this privacy policy is to clearly communicate the personal information handling practices we follow when we collect and deal with your personal information, including how you can contact us if you wish to correct or access the personal information we hold about you.

## Privacy Act 1988 (CTH)

We are required to comply with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988. Under the APPs, we are required to have clearly expressed policies on our management of personal information. The APPs contain rules about the collection, use, disclosure, and storage of personal information. This privacy policy sets out how we comply with our obligations under the Privacy Act 1988. [privacy act]

The Privacy Act 1988 (Cth) can be viewed

at [http://www.austlii.edu.au/au/legis/cth/consol\\_act/pa1988108/](http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/)

## Our Privacy Policy structure.

We have provided an icon on our Home Page that will open this document showing our Privacy Policy. The Privacy Policy is also available in our FAQ's. Our contact details are also available on our Home Page.

## What is personal information?

We use the definition of personal information contained in s 6(1) of the Privacy Act. It states that personal information is 'information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion'.

## Collection of personal information

We collect personal information directly from the individual.

We only collect personal information for purposes which are directly related to our activities and only when it is necessary for or directly related to such purposes. These purposes include:

- To provide you with information you have enquired about

- To provide you with goods you have purchased
- To provide you with services you have purchased
- When you subscribe or request to be on our email or mailing list so that we can send you information about our, stock, activities and/or publications
- For normal communication processes when we might email you, text you or phone you

### Browsing

When you only browse the website, we do not collect your personal information.

When you look at our website, our internet service provider makes a record of your visit and logs (in server logs) for the purposes of analytics only which we use to improve our website and make our products more easily available to you, our customers.

We do not disclose your information to third parties.

### Cookies

Our website may use cookies. You may choose to disable cookies in your browser, but this may affect your use of the site in some areas.

## Use and disclosure of your personal information

### Data quality

We take steps to ensure that the personal information we collect is accurate, up to date and complete. These steps include maintaining and updating personal information when we are advised by you that your personal information has changed.

### Data security

We take steps to protect the personal information we hold against loss, unauthorised access, use, modification, or disclosure and against other misuse. These steps include password protection for electronic files, securing paper files in locked cabinets and physical access restrictions. Protection mechanisms.

If you choose to join our email lists, complete online forms or lodge enquiries, your contact details are stored on password-protected databases.

### Access and correction

If you wish to request access to the personal information we hold about you, or request that we change that personal information, we will allow access or make the changes unless we consider that there is a sound reason to withhold the information under relevant law such as the Privacy Act, Freedom of Information Act 1982 (Cth) (FOI Act) or other relevant information.

You can obtain further information about how to request access or changes to the information we hold about you by contacting us (see details below).

### How to contact us

You can obtain further information in relation to this privacy policy, ask questions about it or provide any comments, by contacting us:

[infocustomfoot.com.au](http://infocustomfoot.com.au)