

PRIVACY POLICY AND COPYRIGHT

We respect your privacy

- Memoirable respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. This policy sets out how we collect and treat your personal information.
- We adhere to the Australian Privacy Principles. Read the Australian Privacy Principles – OAIC
- “Personal information” is information we hold which is identifiable as being about you. This includes information such as your name, email address, identification number, or any other type of information that can reasonably identify an individual, either directly or indirectly.

What personal information is collected?

- Memoirable will, from time to time, receive and store personal information you submit to our website, provided to us directly or given to us in other forms.
- You may provide basic information such as your name, phone number, address and email address to enable us to send you information, provide updates and process your product or service order.
- We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, change your content or email preference, respond to surveys and/or promotions, provide financial or credit card information, or communicate with our customer support.
- Additionally, we may also collect any other information you provide while interacting with us.

How we collect your personal information

- Memoirable collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we engage in business activities with you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.
- By providing us with personal information, you consent to the supply of that information subject to the terms of this Privacy Policy.

How we use your personal information

- Memoirable may use personal information collected from you to provide you with information about our products or services. We may also make you aware of new and additional products, services and opportunities available to you.
- Memoirable will use personal information only for the purposes that you consent to. This may include to:
 - provide you with products and services during the usual course of our business activities;
 - administer our business activities;
 - manage, research and develop our products and services;
 - provide you with information about our products and services;
 - communicate with you by a variety of measures including, but not limited to, by telephone, email, SMS or mail; and
 - investigate any complaints
- If you withhold your personal information, it may not be possible for us to provide you with our products and services or for you to fully access our website.
- We may disclose your personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, legal proceedings or in response to a law enforcement agency request.
- If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal information and non-personal information contained in those databases.

Disclosure of your personal information

- Memoirable may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this privacy policy.
- If we do disclose your personal information to a third party, we will protect it in accordance with this privacy policy.

You have the following rights:

- to be informed how your personal information is being used;
- access your personal information (we will provide you with a free copy of it);
- to correct your personal information if it is inaccurate or incomplete;
- to delete your personal information (also known as “the right to be forgotten”);
- to restrict processing of your personal information;
- to retain and reuse your personal information for your own purposes;
- to object to your personal information being used; and
- to object against automated decision making and profiling.

Please contact us at any time to exercise your rights. We may ask you to verify your identity before acting on any of your requests.

Security of your personal information

- Memoirable is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and
- Where we employ data processors to process personal information on our behalf, we only do so on the basis that such data processors comply with the requirements that have adequate technical measures in place to protect personal information against unauthorised use, loss and theft.
- The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

Access to your personal information

- You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth), If you would like a copy of the information which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email petragoor.memoirs@gmail.com
- We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act or any other applicable law.

Complaints about privacy

- If you have any complaints about our privacy practices, please feel free to send in details of your complaints to petragoor.memoirs@gmail.com
- We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

Changes to Privacy Policy

Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website or notice Please check back from time to time to review our Privacy Policy.

Additions about Copyright

In addition to the Privacy Policy Memoirable conforms to the following statements about Copyright:

- The author has the rights to publish the memoir for commercial reasons, but only after written consent by the client.
- The author is the owner of the copyright for 70 years after their death.
- The client has the right to multiply the memoir and pass it on for personal, non-commercial reasons.
- The proof-reader for the manuscript will comply with the privacy policy and not disclose any information with third parties.
- The native Australian speaker who's help may be asked by interpreting typical Australian words, phrases of sense of humour will comply with the privacy policy and disclose no information with third parties.
- The voice-recording of the interview will be kept for 1 year in a secure place at the author's, will not be shared with third parties and will be destroyed after a year.

Client name (print): _____

Business Owner: _____

Signature: _____

Signature: _____

Date: ____/____/____

Date: ____/____/____