



# Privacy Policy Statement

Landair Surveys is committed to protecting your privacy. This Statement of Privacy applies to the Landair Surveys business and website and governs data collection and usage. By using the Landair Surveys website, you consent to the data practices described in this policy.

## Collection of Personal Information

Landair Surveys collects personally identifiable information, such as your email address, name, home or work address or telephone number.

Landair Surveys encourages you to review the privacy statements of websites you choose to link to from Landair Surveys so that you can understand how those websites collect, use and share your information. Landair Surveys is not responsible for the privacy statements or other content on websites outside of the Landair Surveys family of websites.

## Use of your Personal Information

Landair Surveys collects and uses your personal information to operate the Landair Surveys business and website and deliver the services you have requested. Landair Surveys also uses your personally identifiable information to inform you of other products or services available from Landair Surveys. Landair Survey may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

Landair Surveys does not sell, rent or lease its customer lists to third parties. In addition, Landair Surveys may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Landair Surveys, and they are required to maintain the confidentiality of your information.

Landair Surveys keeps track of the websites and pages our customers visit within Landair Surveys, in order to determine what Landair Surveys services are the most popular. This data is used to deliver customised content and advertising within Landair Surveys to customers whose behaviour indicates that they are interested in a particular subject area.

Landair Surveys websites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Landair Surveys or the site; (b) protect and defend the rights or property of Landair Surveys; and, (c) act under exigent circumstances to protect the personal safety of users of Landair Surveys, or the public.



## **Use of Cookies**

The Landair Surveys website uses "cookies" to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalise Landair Surveys pages, or register with a Landair Surveys site or services, a cookie helps Landair Surveys to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same Landair Surveys website, the information you previously provided can be retrieved, so you can easily use the Landair Surveys features that you customised.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Landair Surveys services or websites you visit.

## **Security of your Personal Information**

Landair Surveys secures your personal information from unauthorised access, use or disclosure. Landair Surveys secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure.

## **Accessing and Correcting Personal Information**

You have the right to access your personal information subject to certain restrictions provided for in the Privacy Act 1988 (Cth). If you require access to your personal information please contact Landair Surveys at [info@landair.com.au](mailto:info@landair.com.au)

Landair Surveys will take all reasonable steps to ensure that your personal information is correct and up-to-date, but if you believe that any of your personal information is incorrect, Landair Surveys will correct it at your request.

## **Changes to this Statement**

Landair Surveys will occasionally update this Statement of Privacy to reflect company and customer feedback. Landair Surveys encourages you to periodically review this Statement to be informed of how Landair Surveys is protecting your information.



## Contact Information

Landair Surveys welcomes your comments regarding this Statement of Privacy. If you believe that Landair Surveys has not adhered to this Statement, please contact Landair Surveys at [info@landair.com.au](mailto:info@landair.com.au). We will use commercially reasonable efforts to promptly determine and remedy the problem.

### 1.1 Policy Version Control

Date	Author/Department	Version Number	Change Summary
13/05/2014		1.0	Original