

Privacy Policy

Corethix Pty Limited ("CORETHIX") is committed to complying with the requirements of the *National Privacy Principles of the Privacy Act 1988* (Cth).

These principles regulate the way CORETHIX collects, uses, discloses, keeps secure, and gives customers access to their personal information. (This is information about individuals and companies that identifies them) Accordingly, this Privacy Policy tells you what information CORETHIX collects and keeps, what CORETHIX does with such information, and what your rights are in relation to that information.

Your personal information

In order to provide services to you, CORETHIX needs to collect and retain some personal information. As part of your use of CORETHIX's website (corethixplatform.com) ("Website") and/or the online products and services, CORETHIX maintains information on your behalf on its servers about your employees that you have uploaded as forms, documents, agreements, templates, notes and alerts and other employee related records.

CORETHIX considers all information about you and your employees to be private and confidential and holds itself to the highest standards in the safekeeping and use of this information.

What kind of information will CORETHIX collect?

In order to provide you with CORETHIX's online products and services, CORETHIX will ask you to supply the following information:

- your personal contact details such as your name, title and occupation;
- your company contact details such as name, address and telephone number;
- e-mail address; and
- credit card details (in the case of purchases).

We may also ask you to supply us with:

- details of any search engine or other links that directed you the Website;

- any marketing or promotional codes relating to your interest in CORETHIX; and
- your opinions and comments concerning the Website and online products and services.

If you do not wish to provide us with any of this information you should contact CORETHIX's Privacy Officer to discuss this, but you should be aware that this may impact CORETHIX's ability to provide CORETHIX's online products and services to you.

How does CORETHIX use your personal information?

CORETHIX will not use your personal information for any purpose which is not related to the primary purpose for which it is collected and for other secondary purposes that are related to the primary purpose. Use of your personal information includes, but is not limited to:

- delivering the online products and services to you;
- facilitating payment of your account through CORETHIX's secure e-commerce gateway;
- communicating with you regarding the management of your account; and
- marketing of CORETHIX's products and services to you.

CORETHIX does not use any of the information regarding your employees that you upload to CORETHIX's servers for any purpose other than for statistical analysis regarding the level of your use of CORETHIX's products and services.

How does CORETHIX collect personal information?

Other than information that you upload directly to CORETHIX's servers, CORETHIX collects information from you through your visiting and forwarding information to us or making a purchase from the Website, the completion and forwarding to us of forms, or through discussions with us.

When you use the Website, CORETHIX will collect information from you through the use of tagging. Tags do not contain information that can identify you but they do identify your computer to CORETHIX's servers. They are used

to track information on an anonymous basis about your arrival at and use of the Website.

CORETHIX will not sell its customer information

Information about you is not and will not be sold to any other company, individual or group.

When CORETHIX will release your information to others?

General:

CORETHIX will not release information about you unless one of the following conditions is met:

- CORETHIX receives your prior written consent;
- for accounting and administration purposes customer information is required by CORETHIX's auditors or lawyers;
- CORETHIX is using any subcontractors who have agreed to be bound by the terms of this Privacy Policy; or
- CORETHIX is required or authorised by law to release information to the recipient.

CORETHIX will not release information contained in your employee records unless CORETHIX is compelled to do so by law.

Service Providers

CORETHIX's service providers have agreed to be bound by the *National Privacy Principles of the Privacy Act 1988* (Cth). CORETHIX have engaged a third party contractor to provide online credit card processing and related services. A secure server is used for all payments and the information sent through the Website is encrypted.

CORETHIX may use your information to tell you about CORETHIX's products and services

The information CORETHIX holds about you may be used to market to you by providing information about CORETHIX's products and services in the form of emails, direct mail, telephone calls or newsletters. If you do not wish to receive this type of communication, please let us know.

Security of your information

CORETHIX and its subcontractors and service providers will take all reasonable steps to ensure the security of your personal information. Electronic information is protected by various security measures including the restriction of access to authorised parties by the use of password protection, secure socket layer protection and encryption of all subscriber transactions on the Website and physical security measures. Unfortunately, no data transmission over the Internet can be guaranteed as totally secure. Whilst CORETHIX strives to protect such information, CORETHIX does not warrant, and cannot ensure the security of, any information which you transmit to us. Accordingly, any information which you transmit to us is transmitted at your own risk. Once we receive your transmission, we will take all reasonable steps to preserve the security of such information.

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 CORETHIX's Privacy Officer at privacy@corethix.com CORETHIX 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 CORETHIX will correct it at your request. You also have the ability through your access to the CORETHIX secure platform to directly access and change some of your personal information.

Any questions?

If you have any further questions relating to this privacy policy, or concerns about the way in which CORETHIX has handled your personal information, please contact CORETHIX's Privacy Officer at privacy@corethix.com