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1. General

- 1.1. This Privacy Policy details how Two Men and a Truck ("TMAAT") collects, uses, and discloses your personal information.
- 1.2. TMAAT will collect, use, disclose, store, secure and dispose of your personal information in accordance with the relevant law.

2. Personal Information

- 2.1. Personal information is information that allows a person to be identified, including name, address, phone number, email address, financial or credit card details and other information.

3. Collection

- 3.1. TMAAT collects personal information including via its website, cookies, and communications.
- 3.2. When TMAAT collects personal information, we will, where appropriate and possible, explain why the information is being collected and how it will be used, such as in this policy.

4. Notification

- 4.1. TMAAT will take reasonable steps to notify you of certain matters, such as the purposes of collecting your personal information, in this policy for instance.
- 4.2. Where you have provided us with personal information whilst using one of services or products, we will be entitled to use or disclose that information in accordance with the law, agreed terms, and any permissions you have given, whether express or implied.

5. Anonymity

- 5.1. TMAAT provides you with the option of dealing with us anonymously or through a pseudonym, when calling or emailing us to enquire about our services and products, for example.
- 5.2. If you choose to deal with us anonymously or using a pseudonym, this may limit your access to our services or products, or how we can interact with you and respond to your requests, due to impracticability or requirements under the law, which require us to identify you.

6. Cookies

- 6.1. TMAAT uses cookies to improve your experience on the website, including understanding how you use the website, keeping you signed in, remembering your site preferences, and giving you locally relevant content.
- 6.2. When you visit the TMAAT website, we may collect your information automatically through cookies or similar.
- 6.3. There are two types of cookies, which are first-party cookies are created by the site you visit, and third-party cookies are created by other sites, which own some of the content, like ads or images, that you see on a webpage you visit.

- 6.4. TMAAT may use a mix of first-party and third-party cookies.
- 6.5. The TMAAT website uses the cookies for the following purposes:
- (a) Recognising users on the TMAAT website and remembering previously selected preferences, including your preferred language and location.
 - (b) Collecting information about your visit to the TMAAT website, content viewed, links followed and information about your browser, device, and IP address.
 - (c) Sharing limited aspects of this data with advertising partners and third parties for advertising purposes, meaning that when you visit another website, you may be shown advertising based on your browsing patterns on the TMAAT website.

7. Use

- 7.1. TMAAT collects your personal information for the primary purpose of:
- (a) providing services to you,
 - (b) performing accounting and administrative functions,
 - (c) meeting contractual and other legal obligations, enforcing terms, and dealing with claims and legal matters,
 - (d) expanding and enhancing our products and services, and marketing,
 - (e) processing and managing accounts, including collection,
 - (f) responding to enquiries and investigating complaints,
 - (g) preventing, detecting, investigating, or otherwise addressing any use of our products or services of your information for suspected illegal activities including payment fraud or identity fraud, and
 - (h) communicating with you, and
 - (i) internal reporting.
- 7.2. Using your personal information for this primary purpose may include communication via email, phone, SMS, or mail, or other methods of communication, or making you aware of new products, services, or opportunities available, and providing services, including on a credit basis.
- 7.3. TMAAT may also use your personal information for secondary purposes related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.
- 7.4. You may unsubscribe from our marketing or mailing lists at any time, by contacting us in writing.

8. Third Parties

- 8.1. Where reasonable and practicable, TMAAT will collect your personal information from you.
- 8.2. However, in circumstances where TMAAT may be provided with information from third parties, we will take reasonable steps to ensure that you are made aware of the information attained.
- 8.3. TMAAT may provide your personal information to third parties, in the course of providing services to you, to fulfill contractual obligations, by law, or where you have provided consent.
- 8.4. TMAAT does not guarantee website links or policies of third parties.

9. Disclosure

- 9.1. TMAAT may disclose your personal information to third parties including overseas recipients, where express notification is provided to the use or disclosure, or where required or authorised by law.
 - 9.2. By agreeing to this Privacy Policy, you agree to such disclosure.
 - 9.3. Circumstances where TMAAT may disclose your personal information to an entity which is not in Australia or an external territory, includes but is not limited to the following:
 - (a) For the purposes of securely storing the data on a third party's remote server.
 - (b) As part of outsourcing technological or administrative projects.
 - (c) To service providers, agents, or contractors engaged by TMAAT, including in the provision of services or in relation to accounts.
 - (d) To business partners.
 - (e) To law enforcement and other government agencies.
 - (f) As required or permitted by law.
 - (g) Where you have provided your consent to such disclosure.
 - 9.4. Overseas recipients are likely to include TMAAT contractors in the Philippines.
 - 9.5. Before TMAAT makes any cross-border disclosure of your personal information to a region without comprehensive data protection laws, we will take such steps as are reasonable in the circumstances to ensure that the overseas recipient does not breach this Privacy Policy.
- 10. Government Identifiers**
- 10.1. We will not use or disclose any government identifier of you, such as your driver licence number, unless reasonably necessary to verify your identity for the purposes of providing our products and services.

11. Security

- 11.1. Personal information is stored in a manner that reasonably protects it from misuse, loss, unauthorised access, modification, or disclosure.
- 11.2. TMAAT seeks to ensure that personal information held by, or for, the company is:
- (a) stored on secured servers in controlled facilities if in electronic form,
 - (b) archived in secure filing systems if in hard copy form, and
 - (c) only accessible by authorised personnel, whether in electronic or hard copy format.
- 11.3. When your personal information is no longer needed for the purpose for which it was obtained, TMAAT will take reasonable steps to destroy it, or permanently de-identify your personal information.
- 11.4. Most of your personal information is, or will, be stored in client files and kept by TMAAT for a minimum of 7 years.

12. Marketing

- 12.1. TMAAT may use the personal information we collect from you to identify products and services that you may be interested in or thought to be relevant to you, and then use direct marketing communications to let you know about these products and services.
- 12.2. If you have agreed to receive marketing, you may opt out at any time.

13. Access

- 13.1. You may access the personal information TMAAT holds about you, and update or correct it, with some exceptions, such as if TMAAT is not authorised or required to permit this under the law.
- 13.2. If you wish to access your personal information, please contact TMAAT in writing.
- 13.3. TMAAT will not charge any fees for your access request but may charge an administrative fee for providing you a copy of your personal information.
- 13.4. To protect your personal information, TMAAT may require identification from you before releasing the requested information.

14. Accuracy

- 14.1. TMAAT will take reasonable steps to ensure your personal information is accurate, complete, and up to date.
- 14.2. If you find that your personal information held by TMAAT have is not up to date or is inaccurate, please advise as soon as practicable so we can update your records.

15. Other Websites

- 15.1. The TMAAT website may contain links to other websites.
- 15.2. This Privacy Policy applies to the TMAAT website, and not to other websites.
- 15.3. If you visit other websites, please consider reading the Privacy Policy on those websites.

16. Complaints

- 16.1. If you have any questions about TMAAT's Privacy Policy or the information held about you, please email: compukeep@twomen.com.au
- 16.2. Should you wish to report a complaint or feel that TMAAT has not addressed your concern, you may contact the Office of the Australian Information Commissioner.

17. Severability

- 17.1. If any clause of this Privacy Policy is found to be unlawful or invalid, it will be separated from the rest of this policy, which will remain valid to the extent permitted by law.

18. Changes

- 18.1. TMAAT reviews its Privacy Policy and places updates on its website.