

**SABII**  
**PHOTO**  
**GRAPHY**

*Privacy Policy*

*Effective Date: 01/07/2020*

# Privacy Policy

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This following document sets forth the Privacy Policy for the Sabii Photography website [www.sabiiphotography.com.au](http://www.sabiiphotography.com.au)

Sabii Photography is committed to protecting your privacy. In handling your personal information, we are bound by The Privacy Act 1988 (Privacy Act) and the 13 Australian Privacy Principles in the Privacy Act. This policy sets out how Sabii Photography collects, stores, uses, discloses and otherwise handles your personal information. This policy may be updated from time to time in line with legislation.

## WHAT PERSONAL INFORMATION DOES SABII PHOTOGRAPHY COLLECT AND WHY?

Personal information is information or an opinion about an identified, or reasonably identifiable individual. During the provision of it's services and/or products, Sabii Photography may collect your personal information.

The kinds of personal information Sabii Photography collects include:

- contact and identification information such as your name, address, telephone/mobile numbers and email address;
- credit card and other banking information for the purpose of facilitating payment to Sabii Photography for services and/or products provided;
- information provided on the pre-session questionnaire;
- images of you contained in photographic materials; and
- any other information to help personalise your photography session.

In some circumstances Sabii Photography may also hold other personal information provided by you.

## HOW DOES SABII PHOTOGRAPHY COLLECT PERSONAL INFORMATION?

Sabii Photography collects your personal information directly from you, through:

- the completion of a form, such as a contact form or booking form on the Sabii Photography website;
- information provided on the pre-session questionnaire;
- an interaction or exchange in person, such as through a face-to-face meeting, or by way of phone, email, post or through the use of the Sabii Photography website; and/or
- when you enter a Sabii Photography competition.

There may be occasions when Sabii Photography collects your personal information from other sources including the following:

- third parties with which Sabii Photography does business;
- an information services provider;
- through comments made by you on our content on social media platforms including and not limited to Facebook, Instagram, Pinterest, blogs, photographs or videos;
- a publicly maintained record or other publicly available sources of information including social media and similar websites.

Sabii Photography will only collect your personal information from sources other than you if it is unreasonable or impracticable to collect your personal information from you.

## WHY DOES SABII PHOTOGRAPHY NEED YOUR PERSONAL INFORMATION?

Sabii Photography collects, holds, uses and discloses your personal information where it is reasonably necessary for the purposes of:

- providing to you personalised photography services and photography products, including processing your orders or applications and dealing with requests, enquiries or complaints and other customer care related activities;
- issuing you a Sabii Photography Gift Certificate;
- marketing and advertising to you;
- advising you of product updates;
- accounting, billing and other internal administrative and business management purposes; and
- carrying out market and/or product analysis.

Sabii Photography may also use your personal information, including your image, quotes or other information for inclusion with our marketing materials, where you have consented to such use.

Sabii Photography may also use your personal information for purposes related to the above purposes and for which you would reasonably expect Sabii Photography to do so in the circumstances, or where you have consented or the use is otherwise in accordance with law.

Where personal information is used or disclosed, Sabii Photography takes steps reasonable in the circumstances to ensure it is relevant to the purpose for which it is to be used or disclosed. You are under no obligation to provide your personal information to Sabii Photography. However, without certain information from you, Sabii Photography may not be able to provide its services and/or products to you.

## TO WHOM DOES SABII PHOTOGRAPHY DISCLOSE YOUR PERSONAL INFORMATION?

Sabii Photography discloses your personal information for the purpose for which Sabii Photography collects it, as set out above. This may include disclosing your personal information to:

- third parties engaged to perform administrative or other services on behalf of Sabii Photography;
- people or entities considering acquiring an interest in Sabii Photography' enterprise or assets or otherwise working with Sabii Photography to facilitate the provision of its services and/or products; and
- Sabii Photography's professional advisors, contractors, consultants and related bodies.

Disclosures to third parties are on a confidential basis or otherwise in accordance with law. Sabii Photography may also disclose your personal information with your consent or if disclosure is required or authorised by law.

## SECURITY OF YOUR PERSONAL INFORMATION

Sabii Photography takes steps reasonable in the circumstances to ensure that the personal information it holds is protected from misuse, interference and loss and from unauthorised access, modification or disclosure.

Sabii Photography holds personal information in both hard copy and electronic forms in secure databases on secure premises, accessible only by authorised staff.

Sabii Photography will destroy or de-identify personal information in circumstances where it is no longer required, unless Sabii Photography is otherwise required or authorised by law to retain the information.

## DIRECT MARKETING

Sabii Photography may use and disclose your personal information in order to inform you of services and/or products that may be of interest to you from Sabii Photography or selected third parties. In the event you do not wish to receive such communications, you can opt-out by contacting Sabii Photography on **0410 594 214** or email **info@sabiiphotography.com.au**; or through any opt-out mechanism contained in a marketing communication to you. There may be a slight delay after the changes take effect if there has been marketing scheduled with a third party provider such as electronic emails.

## THIRD PARTIES

We do not, and will not sell or deal in personal or customer information. We will never disclose your personal details to a third party except for the necessary information required by providers of products or services you have purchased or to protect the rights, property or safety of **www.sabiiphotography.com.au**, our customers or third parties or if required by law.

We may however use in a general sense without any reference to your name, your information to create marketing statistics, identify user demands and to assist it in meeting customer needs generally. In addition, we may use the information that you provide to improve our website and services but not for any other use.

## COOKIES

A cookie is a small file placed in your web browser that collects information about your web browsing behaviour. Use of cookies allows a website to tailor its configuration to your needs and preferences and create a better user experience. Cookies do not access information stored on your computer or any personal information (e.g. name, address, email address or telephone number). Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. This may, however, prevent you from taking full advantage of our website.

Our website uses cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google Adwords and Facebook Adverts. These ads may appear on this website or other websites you visit.

## HOW TO ACCESS AND CORRECT YOUR PERSONAL INFORMATION

Sabii Photography takes steps reasonable in the circumstances to ensure personal information it holds is accurate, up-to-date, complete, relevant and not misleading. Under the Privacy Act, you have a right to access and seek correction of your personal information that is collected and held by Sabii Photography. If at any time you would like to access or correct the personal information that Sabii Photography holds about you, or you would like more information on Sabii Photography's approach to privacy, please contact Sabii Photography on **0410 594 214** or email **info@sabiiphotography.com.au**. Sabii Photography will grant access to your personal information to the extent required or authorised by the Privacy Act or other law and take steps reasonable in the circumstances to correct personal information where necessary and appropriate.

## TO OBTAIN ACCESS TO YOUR PERSONAL INFORMATION:

- you will have to provide proof of identity to ensure that personal information is provided only to the correct individuals and that the privacy of others is protected;
- Sabii Photography requests that you be reasonably specific about the information you require; and
- Sabii Photography may charge you a reasonable administration fee, which reflects the cost to Sabii Photography, for providing access in accordance with your request.

## PRIVACY COMPLAINTS

Sabii Photography prides itself on customer service and satisfaction.

Please direct all privacy complaints to Sabii Photography on **0410 594 214** or email **info@sabiiphotography.com.au**

At all times, privacy complaints:

- will be treated seriously;
- will be dealt with promptly;
- will be dealt with in a confidential manner; and
- will not affect your existing obligations or affect the commercial arrangements between you and Sabii Photography.

## **Our complaints procedure is as follows:**

Any complaints are referred to us for review. All complaints are reviewed within 10 days of receipt. If further information is required we may contact you to acquire this information to support your complaint.

All complaints need to be in writing as a secure read only pdf to protect your information, emailed to **info@sabiiphotography.com.au**. Please describe the details of your complaint including the date/s, person/s involved, resulting consequences and what you would like to achieve as an outcome through this process. If Sabii Photography is at fault we will provide a suitable resolution. If we are not at fault after investigating the complaint we will inform you of the outcome.

In the event that you are dissatisfied with the outcome of your complaint, you may refer the complaint to the Office of the Australian Information Commissioner (OAIC) at [www.oaic.gov.au](http://www.oaic.gov.au)

## LINKS

This website may contain links to other websites. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that we are not responsible for the privacy practices of such other websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personally identifiable information. This Privacy Policy applies solely to information collected by this website.

## CHANGES TO THIS PRIVACY POLICY

Sabii Photography ensures that our Privacy Policy remains current, this policy is subject to change. 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 this website. Please return periodically to review our Privacy Policy.

If you have objections to the Privacy Policy, you should not access or use the Site.

## Contacting Us

If you have any questions about this Privacy Policy and would like further information, please contact us by any of the following means during business hours Monday to Friday (9am-5pm AEST).

**Sabii Photography**

**Kim Gierdien**

**info@sabiiphotography.com.au**

**0410 594 214**



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