

# Privacy **FAB9** Policy

We understand that your privacy is important to you and are committed to protecting your privacy. This Privacy Policy describes how we collect, use, store and disclose your Personal Information.

Personal Information includes information about an individual that is reasonably identifiable. For example, this may include an individual's name, address and contact details, as well as financial information.

**BY PROVIDING PERSONAL INFORMATION TO US, YOU CONSENT TO OUR COLLECTION, USE, STORAGE AND DISCLOSURE OF YOUR PERSONAL INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY AND ANY OTHER ARRANGEMENTS THAT APPLY BETWEEN US.**

We may change this Privacy Policy from time to time by publishing the varied policy on our Website at **fab9.com.au/privacy** at which time it will become effective immediately. We encourage you to check our Website regularly to ensure that you are aware of our current Privacy Policy.

## 1. What Personal Information do we collect?

We may collect the following types of Personal Information when you use our Services:

- name;
- mailing and street address;
- email address;
- telephone number and other contact details;
- debit or credit card information;
- information about the way you use our Workspace, feedback about you or which you have provided; and/or
- any additional information relating to you that you provide to us directly or indirectly through your use of our Workspace or services.

We may collect these types of personal information either directly from you, or from third parties. We may collect this information when you:

- access and use our Website or Workspace;
- register as a user on our Website;
- communicate with us through our Website, correspondence, chats, email, or when you share information with us via other services;

## 2. Why do we collect, use and disclose Personal Information?

We may collect, hold, use and disclose your Personal Information to:

- enable you to access and use our Site and Workspace;
- facilitate communication between us, you and other members;
- share any testimonials or feedback you have given in relation to Fab9, the Site, the Workspace or another member;
- operate, protect, improve and optimise our Site and Workspace, business and our member experience, conduct research and for advertising and marketing purposes;
- send you information about Fab9, our Workspace, support and administrative messages, reminders, technical notices, updates, security alerts, and other information requested by you;
- comply with our legal obligations;
- resolve disputes or complaints relating to Fab9 or our Workspace;
- with your consent, send you marketing and promotional messages and other information that may be of interest to you, including information sent by, or on behalf of, our business partners that we think you may find interesting, or share your Personal Information with our business partners who offer goods or services that we think may be of interest to you.

A failure by you to provide information requested by us may mean that we are unable to provide some or all of our services to you or limit your use of our Workspace.

### **3. To whom, and when, do we disclose Personal Information?**

We may disclose your Personal Information for the purposes described in this Privacy Policy to:

- our staff, agents, representatives or professional advisers at the time you contact us to inquire about Fab9 or our Workspace, when we provide access to our Workspace or any other relevant time;
- third party suppliers and service providers in connection with Fab9 or our Workspace;
- payment systems operators, when processing card payments;
- anyone to whom our assets or businesses (or any part of them) are transferred, at or prior to such transfer;
- specific third parties authorised by you to receive Personal Information held by us, in accordance with your authorisation; and/or
- other persons, including government agencies, regulatory bodies and law enforcement agencies, or as required, authorised or permitted by law, at any relevant times.

### **4. Storage and security**

We store Personal Information in electronic form. We take reasonable steps to protect your Personal Information from misuse, interference and loss, as well as unauthorised access, modification or disclosure and we use a number of physical, administrative, personnel and technical measures to protect your Personal Information. However, we cannot guarantee the security of your Personal Information.

### **5. Account registration and use**

Members may need to register an account to access and use our Website and access our Workspace to publish availability and available capacity. Customers are not required to register an account.

### **6. Third party sites and services**

Our Website may contain links to websites operated by third parties. Those links are provided for convenience and may not remain current or be maintained. Unless expressly stated otherwise, we are not responsible for the privacy practices of, or any content on, those linked websites, and have no control over or rights in those linked websites. The privacy policies that apply to those other websites may differ substantially from this Privacy Policy, so we encourage you to read them before using those websites.

### **7. Accessing or correcting your Personal Information**

You can access the Personal Information we hold about you by contacting us at the details provided below.

Sometimes, we may not be able to provide you with access to all of your Personal Information and, where this is the case, we will tell you why. We may also need to verify your identity when you request your Personal Information.

If you think that any Personal Information we hold about you is inaccurate, please contact us and we will take reasonable steps to ensure that it is corrected.

### **8. Contact us**

For further information about our Privacy Policy or practices, to access or correct your Personal Information, or make a complaint, please contact us at [hello@fab9.com.au](mailto:hello@fab9.com.au).