

TopMarks HomeSwap Internet Privacy Policy

Summary

Your personal details (name, address, registration number, phone/fax or mobile number, and email address) will not be listed on our site.

We do not sell or give your personal details to anyone.

You are responsible for keeping your password secure.

We do not monitor your calls.

Our Host

Our web site is hosted on an Internet server at Engadine Web Services which may automatically record details about any computer used to access our website. This may include the IP address, browser type, the date and the time of access and details of the information downloaded. These details are not capable of identifying you and are used solely for statistical analysis and research on usage patterns to improve this website. We can not be held responsible for lapses in security caused by third-party accesses to information as a result of your failure to keep your personal information private.

Other Sites

This website include hyperlinks which enable access to a number of other websites. These third party websites are not subject to this Internet Privacy Policy. To determine how they deal with personal information, you should read their privacy policies. For further information concerning your rights please visit the Australian Privacy Commissioner's web site at: www.privacy.gov.au.

Visitor Information

General information about visitors to our website is collected for general statistical reporting. Such information includes: service provider; browser type; pages accessed on our Web site; what site you came from; records of any e-mails; "contact us" messages or other correspondence that you send via the website; subscription information relating to e-mail newsletters.

Data Security

You acknowledge that no data transmission over the Internet is totally secure.

Accordingly, TopMarks HomeSwap does not warrant the security of any information which you transmit to it. Any information which you transmit to TopMarks HomeSwap is transmitted at your own risk. However, once TopMarks HomeSwap receives your transmission, we will take all reasonable steps to protect your personal information from misuse, loss or unauthorised access which may include but is not limited to any one or more of the following measures: secure network links, firewalls, password protection and virus protection.

Safety and Security Information Collected

We reserve the right to gather more extensive information about any attempted access to this website that raises security issues and, if appropriate, make disclosures to the relevant authorities.

Access to Personal Information

In accordance with the Privacy Act, you can access your personal information held by us, and advise us if you believe it is inaccurate, incomplete, or out of date. You can request access to the personal information that we hold by writing to Helen Curtin, TopMarks HomeSwap, PO Box 3943, Loganholme, Qld, 4129.

Updating Personal Information

You can at any time choose to change your personal details, and we request that you keep your information as current as possible so that we may continue to improve our service to you.

If you no longer wish to utilise the services we provide on this website, please contact us at helen@topmarkshomeswap.com.au

Disclosure of Personal Information

We are committed to keeping all personal information secure and have taken reasonable steps to prevent loss, unauthorised access or modification. The personal information you provide through this website will only be disclosed when required or authorised by or under law to disclose the information or with your consent.

Marketing lists

Information collected via electronic forms or through e-mail will only be used for the purpose for which you have provided it. Your details will not be added to any mailing lists and we will not use your e-mail address or other personal/business information for any other purpose. We will not disclose this information without your written consent, unless required to by law. Customer's and subscriber's email address will be used to send out our regular newsletter. In accordance with the Spam Act 2003 this newsletter will contain an Unsubscribe link.

No attempt is made to identify users or their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the Host server logs.

Sale of Business

If at some time in the future, we sell all or part of our business, we will need to disclose your personal information to the buyer so that the buyer can continue to provide services to you.

Call Monitoring

Your call will not be monitored.

Complaint

If you consider that your privacy has been breached, please contact the Manager at the above address. If you consider that we have not resolved the issue, you may refer the matter to the Privacy Commissioner's Office.

Changes to Privacy Policy

TopMarks HomeSwap reserves the right to change the Privacy Policy from time to time by posting such changes on the Site. Changes will be effected immediately upon notification on the Site. Your continued use of the Site following notification will constitute your acceptance of those changes.