



PRIVACY POLICY

Beehive Vinyl Products Pty. Ltd. ABN 42 009 952 872 (Beehive Vinyl, we, us or our) is committed to protecting the privacy of all individuals and Third parties. To deliver our commitment to privacy, we will comply with the legislation and regulations of the countries in which we operate. This statement provides a succinct overview of how we handle personal information. As an Australian registered company, Beehive Vinyl is bound by the current Privacy Act 1988, any amendments and the Australian Privacy Principles [APPs](#) contained within that Act. All employees and officers of Beehive Vinyl are required to comply with the Act and this Privacy Statement. Beehive Vinyl has a Privacy Procedure which its employees & contractors are required to abide by.

Information or opinions which are collected, held, used or disclosed by Beehive Vinyl about an individual whose identity is apparent, or can reasonably be ascertained, will be protected by the standards outlined in this Statement.

To deliver our commitment to privacy, we will:

- Be bound by, and comply with, the [APPs](#) under the Act in relation to personal information,
- Communicate this Privacy Statement to all employees and stakeholders to ensure awareness of their requirement to comply with our privacy standards and to anyone else who asks for it,
- Ensure lawful, fair and unobtrusive means are used to collect personal information that is necessary for our business purposes,
- Collect sensitive information only with the individual's consent and not disclose any personal information to an unrelated third party, except with the individual's consent or where we are required to do so by law,
- Take reasonable steps to destroy or de-identify personal information in a secure manner when we have no further need for it or are required to do so by law,
- Ensure only authorised personnel who have agreed to keep personal information confidential have access to the information,
- Take reasonable steps to keep personal information up to date, accurate and complete,
- Provide individuals access to their personal information on request,
- Periodically review and revise this Privacy Statement and related procedures to maintain relevance.

Beehive Vinyl recognises and respects the importance of each individual's privacy. This Statement and related procedures ensure all personal information held by Beehive Vinyl is handled appropriately and kept confidential.

Data security

We take steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure, and against other misuse. When the personal information that we collect is no longer required, we destroy or delete it in a secure manner, in accordance with our documented procedure. No data transmission over the internet can be guaranteed to be 100% secure. As a result, while Beehive Vinyl strives to protect your Personal Information, Beehive Vinyl cannot ensure or warrant the security of any information you transmit to Beehive Vinyl over the internet, and you do so at your own risk. Once Beehive Vinyl receives your transmission, Beehive Vinyl makes its best effort to try and ensure the information and Personal Information security both on Beehive Vinyl systems and while in transit between Beehive Vinyl's systems and the companies who provide Beehive Vinyl with the various systems.

What do we use personal information for?

When we refer to personal information, we mean information which identifies you as an individual or from which your identity can be reasonably determined. Any personal details you provide will be used for the purpose of dealing with your request, enquiry, transaction, direct marketing, providing you with product or services, communication, competitions, offers or application for employment. This information may be stored within our own and third party databases. This may involve disclosing your personal information to companies within the Beehive Vinyl Group, or to service providers who assist us in operating our business. These organisations are required to comply with the principles of this Statement.

What do we collect?

Beehive Vinyl may choose to hold some information but not limited to name, address, phone, email, likely preference, interests and other identifiers or identification and / or information about your use of our products and services.

How Information is collected?

This information may come from registrations, forms, direct contact with you over the phone or face to face and third parties. We may also collect personal information through organisations with whom we have an affiliation.

Data Storage

Your data will be stored locally and overseas in owned and affiliates' databases. These services are provided to and on behalf of us to be used for data analysis, marketing as well as bulk storage.

Direct Marketing

Beehive Vinyl will send you direct marketing communications to keep you informed about products and services that may be of interest to you including products and services offered by Beehive Vinyl. Marketing may be received via email, SMS, social media, or regular mail. All emails can be unsubscribed from the footer of each email. For further assistance with subscriptions please contact us on sales@beehivevinyl.com.au

Social, Email, Web Marketing

We may also disclose encrypted copies of your personal information to third party platforms and business partners such as Google, Facebook, MailChimp, Instagram to engage in targeted advertising on such platforms. If you wish to opt out of third party targeted advertising, please update your ad preferences on the relevant third party platform or use a service like www.youronlinechoices.com.au for more information about how tailored advertising works.

Cookies

Individuals may use Beehive Vinyl's services without identifying themselves. Beehive Vinyl may choose to identify your device identification information and associate a session cookie (A cookie is a small element of data that our website may send to your computer.) Generally, a cookie does not directly identify the user, though when logged in or through clicking a link sent to you this cookie may be related to your account to better identify and service you in the future. Beehive Vinyl uses cookies to assist in providing you with a better experience during your use of the Beehive Vinyl website by understanding what areas of the site are of interest to you. You may configure your web browser to not accept cookies, although you may experience a loss of functionality as a result. Beehive Vinyl uses this technology to process analytics and tailor advertising, emails, remarketing and offers.

Online Payments

Beehive Vinyl does not collect your credit card, banking details or payment tokens. All online payments are processed by third party companies including but not limited to, Paypal, Braintree & ANZ bank. For further details of these companies you can contact us on sales@beehivevinyl.com.au

Corrections & Access

You can access the personal information that we hold about you at any time by contacting our privacy officer on sales@beehivevinyl.com.au. You can ask us to correct the personal information we hold about you we will take responsible steps to amend changes within 30 days of the original request. If you are listed on one or more of our media or network email lists, you can opt out at any time directly from the received email. You can unsubscribe by using the "unsubscribe" link in our emails.

Destruction & Removal

If you wish to have your personal information removed from our records. Beehive Vinyl will make reasonable steps to delete or securely destroy or permanently de-identify your personal information where it is no longer required and to protect your personal information from unauthorised access, disclosure, loss, misuse and alteration within 30 days of the original request.

Our obligations

Beehive Vinyl is bound by the information Privacy Principles in the [Privacy Act of 1988](#).

Changes to this Policy

We reserve the right to make changes to this privacy policy from time to time. Any changes to the privacy

policy will be published on the Beehive Vinyl website. We encourage you to periodically review the privacy policy for the latest information on our privacy practices.

How to contact us

For issues or further information contact us on sales@beehivevinyl.com.au or alternatively you can write to the Manager, Beehive Vinyl Products Pty Ltd, 39 Keane St, CURRAJONG TOWNSVILLE QLD 4812, Australia. All contact will be investigated and addressed within 30 days. If you are not happy with our response you can contact The Office of the Australian Information Commissioner.

For More Information about your rights

The Office of the Australian Information Commissioner can be contacted by telephone on 1300 363 992. More information about privacy law is available from the Office of the Australian Information Commissioner at <http://www.oaic.gov.au>.

This Privacy Policy was updated August 2020.

Where Quality Counts....Since 1977