

PRIVACY POLICY

We at **Homeschool Assist** are committed to protecting your privacy. We have prepared this Privacy Policy to describe to you our practices regarding the personal data we collect from users of our Website.

By using the Services, users consent to the collection and use of their Personal Data by us. You also represent to us that you have any and all authorizations necessary to use these Services including using them to process Personal Data. We collect and use the information you provide to us, including information obtained from your use of the Services. Also, we may use the information that we collect for our internal purposes to develop, tune, enhance, and improve our Services, and for advertising and marketing consistent with this Privacy Policy.

This Privacy Policy has been drafted having regard to our obligations under the Privacy Act 1988 (Cth), the Privacy Amendment (Enhancing Privacy Protection) Act 2012 which includes the Australian Privacy Principles (collectively, the Privacy Act). This Privacy Policy is a public document and has been prepared in light of Australian Privacy Principle 1 i.e., Open and Transparent Management of Personal Information.

This privacy policy has been compiled to better serve those who are concerned with how their 'Personal Information is being used online. "Personal Information " means data which relate to a living individual who can be identified – (a) from those data, or (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

Please read our privacy policy carefully to get a clear understanding of how our Website collects, uses, protects or otherwise handles users' Personal Information.

This Privacy Policy is intended to inform users about how our Website treats Personal Information that it processes about users. If users do not agree to any part of this Privacy Policy, then we cannot provide its Services to users and users should stop accessing our services.

By using the Services, You acknowledge, consent and agree that we may collect, process, and use the information that you provide to us and that such information shall only be used by us or third parties acting under our direction, pursuant to confidentiality agreements, to develop, tune, enhance, and improve the Services.

Although we may attempt to notify you when changes are made to this Privacy Policy, you are responsible for periodically reviewing any changes which may be made to the Policy. We may, in our sole discretion, modify or revise the Policy at any time, and you agree to be bound by such modifications or revisions.

1. DEFINITIONS

- a. "Collect" means gather, acquire or obtain by a lawful and fair means, information in circumstances where the individual is identifiable or identified.
- b. "Express Consent Consequences" includes the fact that that we will not be accountable under the Privacy Act and you will not be able to seek redress under the Privacy Act in the event that you provide consent to the disclosure of your Personal Information by us to an overseas recipient and the overseas recipient handles your Personal information in breach of the Privacy Act.

- c. "Expressly Informed" means the circumstance where we have provided you with a clear statement (either verbal or in writing) of the Express Consent Consequences.
- d. "Opt Out" means an individual's expressed request not to receive further Direct Marketing communications.
- e. "Personal Information" means information that is not Sensitive Information, including information or an opinion (whether information or an opinion forming part of a database), whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion. This includes, but is not limited to, an individual's first name, last name, email address, password and address.
- f. "Primary Purpose" is the main reason for the Collection of any Personal Information.
- g. "Reasonable Expectation" means a reasonable individual's expectation that their personal information might be Used or Disclosed for the relevant purpose.
- h. "Secondary Purpose" means a purpose of Use or Disclosure other than a Primary Purpose.
- i. "Sensitive Information" is given its meaning in section 6(1) of the Privacy Act 1988 (Cth).
- j. "Use" means the handling of Personal Information by our Company.

2. INFORMATION WE COLLECT

You provide us information about yourself when you are contacting us for free consultation:

- a. When you fill the Consultation Form as Parent/Guardian/Student you provide us information First Name, Last Name, State, details about whether you are homeschooled or not, your queries, questions.

- b. When you as Teacher fill the form to join the event Full Name, State, email and when you apply for registering for our database, you provide us information such as name, email, contact number, proof of your degree, your Teaching Registration Card abs name, professional title, phone number and email of at least two professional referees.
- c. These details shall be stored in our database for our references.

3. **INFORMATION WE COLLECT AUTOMATICALLY WHEN YOU USE OUR SERVICES**

When you access or use our Services, we automatically collect information about you, including:

3.1 Device Information: We may collect information about the device you use to access our Services, including the hardware model, operating system and version, unique device identifier, phone number, International Mobile Equipment Identity ("IMEI") and mobile network information.

3.2 Geo-location Information: Upon using the Website, you will be asked to turn on location services. If you turn these features on, we may collect your device's geo location data and save your device's coordinates to offer certain features to you. We may also use your device's geo-location information to personalize the Website and make it easier for you to interact with other Users close by. You can control your location information settings in your Account settings and switch them off if you want to. Even if you have disabled location services, we may still determine your city, state, and country location based on your IP address (but not your exact location).

Commented [d1]: Please confirm.

3.3 Information Collected by Cookies and Other Tracking Technologies: We use various technologies to collect information, and this may include sending cookies to you. Accepting a cookie does not provide us access to your device or any Personal Data about you, other than the information you choose to share. Other servers cannot read them, nor can they be used to deliver a virus. Most browsers automatically accept cookies, but you can usually adjust yours (Microsoft Internet Explorer, Firefox or Google Chrome) to notify you of cookie placement requests, refuse certain cookies, or decline cookies completely.

3.4 “Web beacons” or clear .gifs are small pieces of code placed on a Web page to monitor behaviour and collect data about the visitors viewing a Web page. For example, Web beacons or similar technology can be used to count the users who visit a Website or to deliver a cookie to the browser of a visitor viewing that page. We may use Web beacons or similar technology on our Services from time to time for this and other purposes.

3.5 We gather certain information automatically and store it in log files. This information includes internet protocol addresses as well as browser, internet service provider, referring/exit pages, search terms, operating system, date/time stamp, and click stream data. Occasionally, we may connect Personal Information to information gathered in our log files, as necessary to improve the Service for individual customers. Otherwise, we generally use this information as we would any Usage Data, to analyse trends, administer and maintain the Service, or track usage of various features within the Service.

4. HOW WE USE YOUR INFORMATION

4.1 We use the personal information we collect to fulfil your requests for services, improve our services and contact you.

4.2 By providing us your e-mail address, you consent to us using the e-mail address to send you our Website and services related notices, including any notices required by law, in lieu of communication by postal mail. You also agree that we may send notifications of activity on our Website to the e-mail address you give us, in accordance with any applicable privacy settings. We may use your e-mail address to send you other messages, such as newsletters, changes to our features, or other information. If you do not want to receive optional e-mail messages, you may modify your settings to opt out.

4.3 Our settings may also allow you to adjust your communications preferences. If you do not wish to receive promotional email messages from us, you may opt out by following the unsubscribe instructions in those emails. If you opt out, you will still receive non-promotional emails from us about your account and our Services.

4.4 Following termination or deactivation of your services, we may (but are under no obligation to) retain your information for archival purposes. We will not publicly disclose any of your personal data other than as described in this Privacy Policy.

4.5 At our sole discretion, for any reason or no reason at all, we reserve the right to remove any content or messages, if we believe that such action is necessary

(a) to conform to the law, comply with legal process served on us, or investigate, prevent, or take action regarding suspected or actual illegal activities;

(b) to enforce this policy, to take precautions against liability, to investigate and defend ourselves against any third-party claims or allegations, to assist government enforcement agencies, or to protect the security or integrity of our website ; or

(c) to exercise or protect the rights, property, or personal safety of the website , our users, or others.

4.6 To send other messages that help us provide our services on the Site.

4.7 We never show any users where the other user lives.

4.8 We do not share your email address with other users.

4.9 Third Party Service Providers: We employ other companies and individuals to perform functions on our behalf. Examples may include providing marketing assistance, providing search results and links (including paid listings and links), processing credit card payments and providing customer service. In connection with their performance of functions on our behalf, we may share personal data with such companies and individuals as needed for them to perform their functions, but we do not permit such entities and individuals to use personal information for other purposes. In addition, we may provide non-personal information to advertisers and other third parties for their use in marketing efforts for us, themselves, or others. If you are not interested in receiving targeted advertisements or other marketing information or materials as a result of such efforts, you may adjust the settings on your devices to prevent the use of your non-personally- information in this manner.

4.10 In-House Promotions: We may on occasion combine information we receive through our Services with outside records to enhance our ability to market our services that may be of interest to you. If you have signed up to receive our e-mails

and prefer not to receive marketing information in connection with our Services, please follow the “unsubscribe” instructions provided on any marketing e-mail you receive in connection with our Services or by following the instructions in our Email Opt Out Form, as described below under “Unsubscribe Requests”.

4.11 Business Transfers: As our businesses continue to evolve, we might sell one or more of our companies, subsidiaries or business units. In such transactions, personal information generally is one of the transferred business assets. In such event, this Privacy Policy may be amended as set forth below or the collection and uses of your personal information may be governed by a different privacy policy.

4.12 Protection of Our Services and Others: We reserve the right to release personal information to unaffiliated third parties when we believe its release is appropriate to comply with the law, enforce or apply our Terms and Conditions and other agreements, or protect the rights, property or safety of us, our users or others. This includes exchanging information with other unaffiliated third parties in connection with fraud protection and credit risk reduction.

4.13 With Your Consent: Other than as set out above, you will receive notice and have the opportunity to withhold consent when personal information about you might be shared with unaffiliated third parties.

4.14 User Submissions: If you participate in any online forum, chat sessions and/or blogs, or otherwise post in any user comment field visible to other users of our Services, any information that you submit or post will be visible to and may be read, collected or used by others who use our Services. We are not responsible for any information, including personal information, you choose to submit in any such user comment field.

5. HOW WE SHARE YOUR INFORMATION

5.1 As a matter of policy, we will not sell or rent information about you and we will not disclose information about you in a manner inconsistent with this Privacy Policy except as required by law or government regulation. We cooperate with law enforcement inquiries, as well as other third parties, to enforce laws such as those regarding intellectual property rights, fraud and other personal rights.

5.2 We will not share the personal information we collect about you with any third party for their own marketing purposes without your consent. We have contract with third parties prohibiting them from sharing your personal data.

5.3 We collate statistics about site traffic, sales and other commercial information which we pass onto third parties to assist us with improving the services we provide to you. We also use demographic information to tailor the Site and we share that information with third parties so that they can build up a better picture of our customer base and general consumer trends.

5.4 If you do not agree with our Privacy Policy, Terms of Service or Cookie Policy, please discontinue use of our Service; your continued usage of the Service will signify your assent to and acceptance of our Privacy Policy and Terms of Use.

5.5 WE CAN (AND YOU AUTHORIZE US TO) DISCLOSE ANY INFORMATION ABOUT YOU TO LAW ENFORCEMENT, OTHER GOVERNMENT OFFICIALS, ANY LAWSUIT OR ANY OTHER THIRD PARTY THAT WE, IN OUR SOLE DISCRETION, BELIEVE NECESSARY OR APPROPRIATE IN CONNECTION WITH AN INVESTIGATION OF FRAUD, INTELLECTUAL PROPERTY INFRINGEMENT, OR OTHER ACTIVITY THAT IS ILLEGAL OR MAY EXPOSE US, OR YOU, TO LIABILITY.

6. ENSURING INFORMATION IS ACCURATE AND UP-TO-DATE

We take reasonable precautions to ensure that the Personal Data we Collect, Use and Disclose is complete, relevant and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide. That's why we recommend that you:

- i. Let us know if there are any errors in your Personal Data; and
- ii. Keep us up-to-date with changes to your Personal Data such as your name or address.

7. HOW WE PROTECT YOUR INFORMATION

7.1 We are very concerned about safeguarding the confidentiality of your personal data.

We employ administrative, physical and electronic measures designed to protect your information from unauthorized access.

7.2 By using this Website or the Services or providing Personal Information to us, you agree that we can communicate with you electronically regarding security, privacy, and administrative issues relating to your use of this Application or Services.

7.3 We use commercially reasonable physical, managerial, and technical safeguards to preserve the integrity and security of your Personal Information. We cannot, however, ensure or warrant the security of any information you transmit to us and you do so at your own risk. Once we receive your transmission of information, we make commercially reasonable efforts to ensure the security of our systems. However, please note that this is not a guarantee that such information may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards. If we learn of a security systems breach, then we may

attempt to notify you electronically so that you can take appropriate protective steps.

7.4 Notwithstanding anything to the contrary in this Policy, we may preserve or disclose your information if we believe that it is reasonably necessary to comply with a law, regulation or legal request; to protect the safety of any person; to address fraud, security or technical issues; or to protect our rights or property. However, nothing in this Policy is intended to limit any legal defenses or objections that you may have to a third party, including a government's, request to disclose your information.

8. YOUR CHOICE ABOUT YOUR INFORMATION

You have several choices regarding use of information on our Services:

8.1 Email Communications: We will periodically send you free newsletters and e-mails that directly promote the use of our Website, or Services. When you receive newsletters or promotional communications from us, you may indicate a preference to stop receiving further communications from us and you will have the opportunity to "opt-out" by following the unsubscribe instructions provided in the e-mail you receive or by contacting us directly. Despite your indicated e-mail preferences, we may send you service related communications, including notices of any updates to our Terms of Use or Privacy Policy.

8.2 Changing or Deleting Your Personal Data: You may change any of your personal information by visiting the Website and following the directions therein or by emailing us at jess@homeschoolassist.com.au. You may request deletion of your personal data by us, and we will use commercially reasonable efforts to honour your request, but please note that we may be required to keep such information and not

delete it (or to keep this information for a certain time, in which case we will comply with your deletion request only after we have fulfilled such requirements). When we delete any information, it will be deleted from the active database, but may remain in our archives. We may also retain your information for fraud prevention or similar purposes.

8.3 You may, of course, decline to submit personal data through the Website, in which case, we may not be able to provide our services to you. You can review and correct the information about you that we keep on file by editing your account settings or by contacting us directly at jess@homeschoolassist.com.au

9. CHILDREN'S PRIVACY

Protecting the privacy of young children is especially important. Thus, we do not knowingly collect or solicit personal information from anyone under the age of 18 or knowingly allow such persons to register. Children under the age of 18 years cannot access the services and cannot either register or use the services. Users below the age of 18 years can use the services only under the supervision of their parents and the parents and the parents shall be liable for any of the information shared with us of their children. The parents can email us at jess@homeschoolassist.com.au in case any of the information shared of their children with us was done so without their authorization or consent. We shall remove such information from our databases.

10. MERGER AND ACQUISITIONS

In case of a merger or acquisition, we reserve the right to transfer all the information, including personal data, stored with us to the new entity or company thus formed. Any change in the Website policies and standing will be notified to you through email.

11. LINK TO THIRD PARTY WEBSITES

Our Website contains links to other Websites. The fact that we link to Websites is not an endorsement, authorization or representation of our affiliation with that third party. We do not exercise control over third party Websites. These other Websites may place their own cookies or other files on your computer, collect data or solicit personal information from you. Other sites follow different rules regarding the use or disclosure of the personal information you submit to them. We encourage you to read the privacy policies or statements of the other Websites you visit.

12. NOTIFICATION PROCEDURES

It is our policy to provide notifications, whether such notifications are required by law or are for marketing or other business-related purposes, to you via e-mail notice, written or hard copy notice, or through conspicuous posting of such notice on the Website, as determined by us in our sole discretion. We reserve the right to determine the form and means of providing notifications to you, provided that you may opt out of certain means of notification as described in this Privacy Policy.

13. DO NOT TRACK

13.1 Do Not Track ("DNT") is a privacy preference that users can set in certain web browsers. DNT is a way for users to inform Website and services that they do not want certain information about their webpage visits collected over time and across Applications or online services.

13.2 We are committed to providing you with meaningful choices about the information collected on our Website for third party purposes, and that is why we provide the opt-out links. However, we do not recognize or respond to browser-

initiated DNT signals, as the Internet industry is currently still working toward defining exactly what DNT means, what it means to comply with DNT, and a common approach to responding to DNT.

14. OPTING OUT OF INFORMATION SHARING

14.1 We understand and respect that not all users may want to allow us to share their information. If you do not want us to share your information, please contact us through the Website and we will remove your information as soon as reasonably practicable. When contacting us, please clearly state your request, including your name, mailing address, email address and phone number.

14.2 However, under the following circumstances, we may still be required to share your personal information:

- i. if we are responding to court orders or legal process, or if we need to establish or exercise our legal rights or defend against legal claims.
- ii. If we believe it is necessary to share information in order to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of our Terms of Use or as otherwise required by law.
- iii. If we believe it is necessary to restrict or inhibit any user from using any of our App, including, without limitation, by means of "hacking" or defacing any portion thereof.

15. PHISHING OF FALSE EMAILS

If you receive an unsolicited email that appears to be from us or one of our members that requests personal data (such as your credit card, login, or password), or that asks

you to verify or confirm your account or other personal information by clicking on a link, or to provide your personal information to any other user that email was likely to have been sent by someone trying to unlawfully obtain your information, sometimes referred to as a "phisher" or "spoofers." We do not ask for this type of information in an email. Do not provide the information or click on the link. Please contact us on the contact details provided on the Application if you get an email like this.

16. CHANGES TO OUR PRIVACY POLICY

16.1 We may update this Privacy Policy and information security procedures from time to time. If these privacy and/or information security procedures materially change at any time in the future, we will post the new changes conspicuously on the Website to notify you and provide you with the ability to opt out in accordance with the provisions set forth above.

16.2 Continued use of our Website and Service, following notice of such changes shall indicate your acknowledgement of such changes and agreement to be bound by the terms and conditions of such changes.

17. BREACH OF PRIVACY POLICY

We reserve the right to terminate or suspend any account or delete certain contents from any profile or public domain within the ambit of this Website if the said account or content is found to be in violation of our privacy policy. We sincerely request you to respect privacy and secrecy concerns of others. The jurisdiction of any breach or dispute shall be determined in accordance with the terms of use of the Website.

18. NO RESERVATIONS

We do not accept any reservation or any type of limited acceptance of our privacy policy. You expressly agree to each and every term and condition as stipulated in this policy without any exception whatsoever.

19. NO CONFLICT

The policy constitutes a part of the user terms. We have taken utmost care to avoid any inconsistency or conflict of this policy with any other terms, agreements or guidelines available on our Website. In case there exist a conflict, we request you to kindly contact us for the final provision and interpretation.

20. CONTACT US

If you have any questions about this Privacy Policy, our practices relating to the Website, or your dealings with us, please contact us at jess@homeschoolassist.com.au