

Blueprint Lab Privacy Policy

Blueprint Lab abides by the principles of the Australian Privacy Act and the associated Australian Privacy Principles.

Why do we collect information?

We will inevitably collect personal information in the process of conducting business. That personal information may be obtained directly from you, via another contact in your organisation or through a third party who we believe has informed you that your details may be provided to us. We will only store your personal details if they are relevant to your organisation conducting business with us. We do not normally obtain or store information that is deemed by the Privacy Act to be "Sensitive Information".

When do we use your information?

The information we collect will only be that which is necessary for the conduct of our business and our relationship with your organisation.

Information gathered by us in one instance may be used in another instance unless you expressly requested that we do not. However, we will only use the information which we receive about you for the purpose of doing business with your organisation or in connection with that purpose.

How do we store your personal information?

Your information is held either in paper-based records or in electronic form in our databases. We take proper precautions to ensure the security of that information.

To whom will we disclose your information?

We do not normally disclose your personal information to anyone. If we intend to do so, we will contact you before we do. If we do so it is to allow a third party to carry out necessary work in the context of our ongoing business relationship. We may use your personal information to order goods and services on your behalf.

If we are ordering goods and services on your behalf you will be notified of this transaction including the name of the supplier and their location.

What about our web site?

Any activity while you are at our web site may be monitored by your ISP. Any data entered in the contact form will be treated according to this policy.

More information on privacy legislation is available from the Federal Privacy Commissioner at www.privacy.gov.au.

How can you check the information we hold?

We will take all reasonable steps to ensure that the information we hold is accurate, and we will put into effect any changes that you ask for.

If you wish to view the personal information that we have stored please phone, e-mail or write to our Privacy Officer, Anders Ridley-Smith.

You can contact us at any of the following:

Telephone: +61 413 393 791

Postal address: Level 1, 3 Applebee St, St Peters, NSW 2044

Email: info@blueprintlab.com

Effective 28 Dec 2018