

Privacy Policy

Star Observer (SO Media) and its associated entities are committed to maintaining the privacy and confidentiality of personal information. SO Media is subject to the Commonwealth Privacy Act 1988 and accordingly we will adhere to the National Privacy Principles (NPPs) when collecting, using, disclosing, securing and providing access to personal information.

1. Handling personal information

- 1.1. SO Media collects personal information about individuals, our clients, persons associated with or employed by our clients, or our business contacts, to provide our products and/or services and to effectively manage our business.
- 1.2. The types of personal information we collect may be business contact details or may involve detailed knowledge of an individual's personal circumstances, depending on the particular product and/or service we are required to provide.
- 1.3. SO Media generally uses personal information to provide specified products and/or services. Personal information is shared within SO Media in order to communicate information about our wide range of products and/or services.
- 1.4. SO Media reserves the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process.

2. Protecting and Maintaining the Quality of Personal Information

- 2.1. Protecting personal information is a priority at SO Media. We take into account security and confidentiality when handling personal information details in both the physical and electronic environment.
- 2.2. SO Media may at its discretion use other third parties to provide essential services on our site or for our business processes. We may share your details as necessary for the third party to provide that service.
- 2.3. It is also important to us that the information we maintain and use is accurate, complete and up-to-date. If at any time personal details change, please let us know so we can update our records. SO Media may work with third parties to collect user data through our website for purposes of conversion tracking and serving ads targeted to users' interests - users can opt out of some of those third parties' interest-based advertising through the Do Not Track functionality in their web browser.

Version	Date	Policy Change Reason	Approved By:
Current	25 February 2018	Documenting the policy	Sebastian Rice
Previous	-	-	-

This policy replaces the all previous policies on Privacy, written or verbal.

3. Access to Personal Information

3.1. Individuals have a right to request access to personal information that we hold about them. Where an individual believes that their personal information is not accurate, they may request correction by SO Media.

Please contact us:

3.1.1. to find out more about how SO Media manages the personal information it holds; or

3.1.2. to express any concerns, or to make a formal complaint, about how we are handling personal information; or

3.1.3. if you wish to make a request for access to your personal information held by us; or

3.1.4. if you no longer wish to receive information about our range of services.

4. External Links

4.1. The terms and conditions set out in this privacy statement only cover SO Media and its related entities. Any links in its products and/or services to external entities are not covered within this policy.

5. Changes to the Privacy Policy

5.1. SO Media is entitled to amend or modify the Privacy Policy at any time. Nothing contained in this policy is intended to create contractual rights or obligations.