

TRM Privacy Policy

At The Right Mind International Pty Ltd (TRM) we value your privacy as a user of our website. We have implemented measures to protect the use of your information by unauthorised third parties in accordance with the Privacy Act of 1998 (<http://www.privacy.gov.au/ACT/privacyact>). Only authorized TRM personnel are provided access to personally-identifiable information and these employees are required to treat this information as confidential. When you request information from TRM and supply information that personally identifies you or allows us to contact you, you are agreeing to share that information with TRM.

What information do we collect?

The information, we lawfully collect in order that our business may function when you access our website or make other contact with us is outlined below.

As a person using our website to inquire or use our products and/or services you provide us with some or all of the following:

- Your name
- Your contact details (telephone, email, physical and postal addresses)
- Your preferences with respect to our products and/or services

When visiting our website, the following information may be aggregated for our internal use only:

- your server address
- your top level domain name (for example .com, .gov, .au, etc)
- the date and time of your visit to the site
- the pages accessed and documents downloaded by you
- the previous site visited by you
- the type of browser used by you

When you visit our website, our server will attach a small data file called a 'cookie' to your computer's memory (unless your web browser is set to refuse cookies). A 'cookie' is a very small text file placed on your hard drive for record keeping purposes by our web page server. The cookie's purpose is to notify our web page server that the same visitor has returned to our web site and to collate anonymous information on when and how our website is used. The information collected is not linked to your identity in any way or any other information provided by you.

We may also hold information you provide us during communications (written or verbal) with us.

What uses might we make of information you provide us?

TRM may use the personally identifiable information that you have provided us in the following ways:

- To fulfil your requests for information requested with respect to our services and/or products
- To establish and maintain a customer relationship between yourself and TRM
- To provide information to you from time to time about forthcoming events and general news

What are my rights with respect to information and future contact?

You may request us to provide you with access to personal information we hold about you. We will process all requests for access to personal information in accordance with the Privacy Act 1998. In

most cases, we will provide you with access to your personal information. However, we may refuse access in certain situations as listed in the Privacy Act 1998. If we refuse to give you access, we will provide you with reasons for our refusal.

You may also unsubscribe from mailing lists or any registrations on the website.

Risks

Despite these precautions, however, TRM cannot guarantee that unauthorized persons will not obtain access to your personally identifiable information.

Changes to our Privacy Policy

We reserve the right to make changes to this Privacy Policy from time to time. Any changes will be available on our website and will not be notified personally. This Privacy Policy was last updated on 31 March 2007.

Your concerns

If you have any questions about our Privacy Policy, please contact us at TRM (info@therightmind.com.au).