

Central Office Supplies

Privacy Policy

Under the Privacy Act, we are required to provide you with our privacy policy. You might be interested to read this document, as it provides information on how we protect the personal information which you, or others, might provide to us.

This document outlines Central Office Supplies commitment to provide privacy. And outlines the policies Central Office Supplies has put in place to protect customers during information gathering practices.

Your information

Central Office Supplies will not ordinarily disclose your personal information to anyone else unless that person is associated with or contracted to our company. We will not sell or rent your information to third parties. If we are required or authorised by law to disclose your personal information to a government department or similar agency, we must, of course, comply and we will only release account and other personal information if we believe release is appropriate to comply with law; facilitate court proceedings; enforce or apply our terms and conditions; or protect the rights, property, or safety of Central Office Supplies, our users, or others.

Email Communications

It is the policy of Central Office Supplies to send emails throughout the purchasing process and other newsletter emails. We also from time to time will send out promotional material to our data base promoting material related to Central Office Supplies. Further, it is our policy to immediately remove any contact from any mailing list upon your request, please contact us at info@centraloffice.com.au

We also use email as a means of receiving feedback, and we welcome your questions and comments to info@centraloffice.com.au

Registration

Our website's enquiry form requires you to provide us with contact information and may also require demographic information.

Updating Your Personal Information

From time to time, we may ask you to provide an update to your personal information. Any incorrect or inaccurate information will be immediately corrected upon your requesting it.

Credit Card Security

We work diligently to protect the security of your personal information, including credit card information.

Cookies

Cookies are small pieces of information that are stored in a browser-related file on your computer's hard drive when you use our Web site. We may use cookies to improve the user experience. Cookies are widely used on most major Web sites.

Other information we collect

Some personal information is obtained from surveys which we commission. Other information is obtained from independent agencies. The information is used by us so that we can -

- provide you with the products and services which you may require; and
- improve our products and services; and

We may also use the personal information to notify you about new products which we are planning and any other information in which you may be interested.

This information may include the URL that you just came from (whether this URL is on our site or not), which URL you next go to (whether this URL is on our site or not), what browser you are using, and your IP address.

If you send us personal correspondence, such as emails, letters, or if other users or third parties send us correspondence about your activities or postings on the site, we may collect such information into a file specific to you.

Profile Removal

If you wish to have your registration removed from our directory for any reason, simply send us an email requesting to be removed. If you have any questions about our privacy policies or any other matter, please contact us.

Changes

From time to time it may be necessary for us to revise our privacy policy. Any changes will be in accordance with the Privacy Act 1988 and the National Privacy Principles. We may notify you about changes to this privacy policy by posting an updated version on our website.

If you require any further information about the Privacy Act 1988 and the National Privacy Principles, you can visit the Federal Privacy Commissioner's website at www.privacy.gov.au