

WisdomMakers Pty Ltd Privacy Policy

WisdomMakers Pty Ltd (**we, us or our**) is committed to respecting the privacy and security of all individuals and businesses using the platform. We are committed to compliance with privacy principles throughout the world including “*The General Data Protection Regulation*”. If you have any concerns you can email us at feedback@wisdom-makers.com and we will do our best to respond to your questions.

Through the provision of our programs and services we may need to collect and use personal information about individuals, with the three main types of information being categorised as:

1. Sensitive Personal Data – We generally do not collect or use personal financial or medical information. Corporate financial information is kept secure where necessary through appropriate electronic security measures. If we do have to collect sensitive personal data for any reason we will only do so with an individual’s express consent as to what information may be collected, and how the information may be used.
2. Personal Data – Information through which it is possible to identify individuals directly (names, addresses, contact information etc). Individuals will always know when this data is being collected through the completion of applicable registration processes or the specific request for this information to be provided for a specified purpose; and
3. Aggregated Statistical Data - All other non-personal information that relates purely to generic statistics – whether that be via use of electronic mediums such as websites, or through participation statistics in our programs and activities.

Sensitive Personal Data

This can include passwords, emails or other digital information and, if you make payment to us or receive payment from us, your credit card information, debit card information, EFT information, bank account and similar financial information.

We only collect sensitive personal data where there is a specific need to do so and with your express consent.

If we store sensitive personal data for any reason, it is only to meet the needs of a particular program or activity and any applicable legislative requirements.

You may request WisdomMakers to remove credit card information, debit card information, EFT information, bank account and similar financial information by emailing feedback@wisdom-makers.com. Once this request has been actioned you will be required to re-enter payment details for each subsequent purchase.

You also have the right to the erasure of your personal data where:

- (a) the personal data is no longer necessary in relation to the purposes for which they were collected or processed;
- (b) you withdraw consent for us to use or keep the personal data and there is no other legal ground for us to use or keep the personal data; or
- (c) the personal data has been unlawfully processed.

Personal Data

This is the basic information we collect about you like your name, your address and your contact information (e.g. email, phone, mobile, fax, etc.) and other information that may identify you.

Sometimes, you may voluntarily disclose other information to us in the course of your dealings with us or with our representatives. If this information comprises or contains one or both of unsolicited personal information or sensitive personal information, such information will be further dealt with as set out below.

We will only collect, use and transfer your personal data if you have consented to that collection, use and transfer, except in circumstances where it is necessary to conform to legal requirements; protect and defend our rights or property; or to protect the interests of other users. By making applications on our website and providing personal information, you have consented to such collections, use and transfer.

This data is generally collected through registration systems, whereby you are required to enter accurate contact information to allow for the use of our services. Providing incorrect information (i.e. using a pseudonym or inaccurate name, address or telephone number) may require the disclosure of your personal information to our affiliates and trading partners to allow for rectification of incorrect or incomplete records.

Where personal data is collected through automated registration, such as registration using other social media platforms, including LinkedIn™, we may allow for pseudonyms or anonymous access where such access does not adversely affect our systems or our business needs.

If consent has been given during the collection process, we may use personal information to contact you with relevant material; or to disclose that information to other select third party companies (partners or affiliates) and for those companies to contact the person with other relevant material.

You may opt out from receiving marketing material at any time by sending an email containing your name and other identifying information along with the header "Opt Out of Marketing" to feedback@wisdom-makers.com.

Disclosure of Data to Third Parties

The WisdomMakers platform is designed to connect sales teams with like minded individuals and organisations to share best practice tips on how to survive, thrive and succeed in the fast-paced and complex world of sales. Where a person uses our services there is an expectation that we will disclose your personal information to others on the platform and to organisations to the extent necessary to allow those others to interact with you, contact you, and to share best practice tips.

It is important to note that any information that you disclose to other people directly will not be covered by this Privacy Policy. This includes but is not limited to any contact information, financial or reputational data or any other sensitive or personal data that may allow a third party to identify you.

Overseas Recipients

We may disclose your information to overseas affiliates for the purpose of operating, maintaining and updating our site and other associated electronic formats. Overseas affiliates, if used, are likely to be based in the United Kingdom, the United States and Asia Pacific.

Where you have provided consent, any third parties that information is passed on to for marketing purposes are likely to be based in Australia, but may on occasion be based overseas. Where Personal Data is to be transferred overseas, the recipient Third Party will be advised of their requirement to apply the Australian Privacy Principles set out in the *Privacy Act 1988* (Cth) to that information.

On occasion we may collect Personal Data in other ways – e.g. through online forms, participation activities, via email or telephone communications or other occasional services.

Aggregated Data

By using our website or other electronic mediums, other non-personal information will be collected and used by us through the use of cookies and other electronic collection methods and may be transferred to third parties.

Participation statistics for our programs and events will be collected without any individual being identifiable.

In addition to non-personal information collected through the ordering or registration or registration processes associated with our programs and activities, information is automatically collected about

traffic around our web site. This is also only used in aggregate form and no individual user will be identified.

Cookies

We may use "cookies" to speed up access to our website and to enhance your experience of the site by customising it according to your interests. A cookie is a small piece of information sent from our website to your computer to help us to identify you quickly. It is possible for you to disable these cookies by changing your browser settings, but this may slow down or prohibit access to parts of the site.

Advertising Agencies

In the event that adverts for other companies are used on our website, these are served to the site on our behalf by agents. The agent may use cookies for statistical purposes and to ensure that you do not see the same adverts all the time, and to try and make sure that you see adverts that will be of interest to you.

In particular this site may use the services of Google Analytics for the serving and/or targeting of ads, promotions and other marketing messages. To do this, Google Analytics collects and stores anonymous data typically through the use of cookies. To learn more about Google Analytics, visit <http://www.google.com/analytics>.

Security

Security is paramount to us with respect to personal data. We use a variety of software to ensure appropriate security and encryption of data so as to protect against misuse, interference or loss of information, or from unauthorised access, modification or disclosure.

Maintaining Information

Should an individual require access to, or wish to correct the Sensitive Personal Data (if any) and/or Personal Data collected and stored by us, an email with the relevant contact details should be sent to feedback@wisdom-makers.com. We will endeavour to provide access or correct information, where that action is reasonable and practicable. Pursuant to the Australian Privacy Principles we may impose a reasonable fee for this service where it is reasonable to do so.

We will take all reasonable measures to make sure that any personal data about you that we collect, hold, use or disclose is accurate, up-to-date and complete. If you are (or become) aware of any personal information that we hold about you that is not accurate, up-to-date and complete, please let us know as soon as possible by email to feedback@wisdom-makers.com

Please note that we may need to exclude certain information as part of your request, e.g. in order to protect the privacy of other individuals or if we are permitted to exclude the information for legal or other reasons.

We will take all reasonable measures (including application of industry standards and industry best practice where possible) to protect your personal data from misuse, interference and loss, unauthorised access, unauthorised modification and unauthorised disclosure.

Access to your Personal Information / Personal Data

When requesting access to your personal information / personal data you will be required to identify yourself prior to any such request being processed. We will respond within a reasonable period and provide you with the information in the manner you request if it is reasonable and practicable to do so.

Please note that where the request is frivolous or vexatious, the request would have an unreasonable impact on the privacy of others or would be unreasonably costly we will charge you for the request for access. In all other instances we will not charge you for the request.

WisdomMakers will not supply access to personal data if supplying the personal data would breach an applicable law (or under a court or tribunal order).

If we refuse to provide access to your personal data, we will issue a written notice that sets out the reasons for our refusal, the mechanisms to complain about our refusal and any other matters prescribed by applicable law. In relevant circumstances, we will consider providing an alternative means of access to your personal information to the refused means of access.

If you wish to seek access to your personal data, please contact us by email at feedback@wisdom-makers.com.

Where practicable upon a valid request from you, we will provide your personal data as collected by us in a structured, commonly used and machine-readable format and assist with transferring the personal data directly to another entity.

Correction of Personal Information

It is your responsibility to keep your personal information updated. We will take reasonable steps to correct your personal information to ensure that, having regard to the purpose(s) for which it is held, such information is accurate, up-to-date, complete, relevant and not misleading if we are satisfied that the information does not meet those thresholds.

We may also correct your personal information upon request and you will be required to identify yourself prior to any such request being processed. Depending on the nature and extent of the personal information being amended you may be requested to make such requests in writing to by email to feedback@wisdom-makers.com.

If you make such a request we will respond within a reasonable period.

If we correct your personal information and you request us to notify third parties to whom we have disclosed such information, we will take reasonable steps (if any) to give that notification unless it is impracticable or unlawful to do so.

If you request us to associate with your personal information a statement that the information is inaccurate, incomplete, irrelevant or misleading, we will take reasonable steps to associate the statement apparent to users of the information. If you make such a request, we will respond within a reasonable period.

We will not charge you for making a request for correction to your personal information, for correcting your personal information or associating a statement with your personal information that it is inaccurate, irrelevant or misleading.

Restricting, Removing, Deleting or Destroying Personal Information

We normally seek to remove, delete or destroy personal information from our records as soon it is no longer required. However, there may be circumstances where such removal, deletion or destruction is either delayed or not possible, including (but not limited to), in the case of our electronic record systems, in relation to backup, archival and general record-keeping processes. If, for technical or other reasons, it is not possible to remove, delete or destroy personal information, we will put such information beyond use (e.g. in the case of our electronic record system, by marking an account inactive, by locking a record or by similar technical means) and we will not access it again unless either we are subsequently requested to do so by you or we are required or permitted to access it by applicable law.

We will restrict the processing or use of your personal data upon a valid request from you where:

- (a) you dispute the accuracy of your personal data as collected by us, until such time that we can reasonably verify the accuracy of such data;
- (b) your personal data has been used or processed unlawfully;
- (c) we no longer need to use or processing your personal data; or
- (d) you have objected to the use or processing of your personal data, until such time that we can verify in accordance with the relevant laws that our legitimate grounds to continue using or processing your personal data override your grounds for objection.

Making a Complaint

If you wish to make a complaint with regard to a possible breach of this Policy or the Australian Privacy Principles, or for complaints regarding handling of your other requests or enquiries in relation to this policy this can be done by emailing us at feedback@wisdom-makers.com.

What happens to my complaint?

- When we receive your complaint we will contact you when reasonably practicable to let you know that we have received it.
- We will use reasonable endeavours to investigate the complaint and aim to resolve it. We may contact the person for further information.
- We will write to the person and let them know the outcome. We will use reasonable endeavours to resolve the complaint within 30 days however some complaints are more complex and take longer. We will keep the person informed if this is the case.
- If for some reason we cannot resolve the complaint (for example, the issue is outside our responsibilities), we will write to the person and let them know.

If we are unable to resolve your complaint, you may contact the Office of the Australian Information Commissioner (**OAIC**) whose details follow:

Phone: Enquires Line on 1300-363-992; or
Web: www.oaic.gov.au
Post: Office of the Australian Information Commissioner
GPO Box 5218
Sydney NSW 2001
AUSTRALIA.

Privacy changes

To keep this information current and accurate, we will review and update this Privacy Policy and post the changes to this page.