

ScrubIT Privacy Policy

You are encouraged to read this Policy carefully. It will help You make informed decisions about sharing Your personal information with us.

The defined terms in this Policy have the same meaning as in our Terms of Use, which You should read together with this Policy. By accessing our Website and using our Applications, You consent to the terms of this Policy and agree to be bound by it and our Terms of Use.

ScrubIT collects Your personal information

The Applications involve the storage of Data about a company or individual. That Data can include personal information. "Personal information" is information about an identifiable individual, and may include information such as the individual's name, email address and telephone number.

ScrubIT may collect personal information directly from You when You:

- register to use the Application,
- use the Application,
- contact the ScrubIT support team, and
- visit our Website.

You can always choose not to provide Your personal information to ScrubIT, but it may mean that we are unable to provide You with the Application.

ScrubIT may receive personal information from You about others

Through Your use of the Application, ScrubIT may also collect information from You about someone else. If You provide ScrubIT with personal information about someone else, You must ensure that You are authorised to disclose that information to ScrubIT and that, without ScrubIT taking any further steps required by applicable data protection or privacy laws, ScrubIT may collect, use and disclose such information for the purposes described in this Policy.

This means that You must take reasonable steps to ensure the individual concerned is aware of and/or consents to the various matters detailed in this Policy, including the fact that their personal information is being collected, the purposes for which that information is being collected, the intended recipients of that information, the individual's right to obtain access to that information, ScrubIT's identity, and how to contact ScrubIT.

Where requested to do so by ScrubIT, You must also assist ScrubIT with any requests by the individual to access or update the personal information You have collected from them and entered into the Application.

ScrubIT collects, holds, and uses Your personal information for limited purposes

ScrubIT collects Your personal information so that we can provide You with the Application and any related services You may request. In doing so, ScrubIT may use the personal information we have collected from You for purposes related to the Application including to:

verify Your identity,

administer the Application,

notify You of new or changed services offered in relation to the Application,

carry out marketing or training relating to the Application,

assist with the resolution of technical support issues or other issues relating to the Application,

comply with laws and regulations in applicable jurisdictions, and

communicate with You.

By using the Application, You consent to Your personal information being collected, held and used in this way and for any other use You authorise. ScrubIT will only use Your personal information for the purposes described in this Policy or with Your express permission.

It is Your responsibility to keep Your password to the Application safe. You should notify us as soon as possible if You become aware of any misuse of Your password, and immediately change your password within the Application or via the “Forgotten Password” process.

ScrubIT can aggregate Your non-personally identifiable data

By using the Application, You agree that ScrubIT can access, aggregate and use non-personally identifiable data ScrubIT has collected from You. This data will in no way identify You or any other individual.

ScrubIT may use this aggregated non-personally identifiable data to:

assist us to better understand how our customers are using the Application,

provide our customers with further information regarding the uses and benefits of the Application,

enhance small business productivity, including by creating useful business insights from that aggregated data and allowing You to benchmark Your business' performance against that aggregated data, and

otherwise to improve the Application.

ScrubIT holds your personal information on servers located in the Australia

All Data, including personal and non-personal information, that is entered into the Application by You, or automatically imported on Your instruction, is transferred to ScrubIT's servers as a function of transmission across the Internet. By using the Application, You consent to Your personal information being transferred to our servers as set out in this Policy.

Currently our servers are located in the Australia (**AUS**), primarily by Dynamic Business Technologies (DBT), and Your personal information will be routed through, and stored on, those servers as part of the Application. If the location of our servers change in the future, we will update this Policy. You should review our Policy regularly to keep informed of any updates.

By providing Your personal information to ScrubIT, You consent to ScrubIT storing Your personal information on servers hosted in Australia. While Your personal information will be stored on servers located in Australia, it will remain within ScrubIT's effective control at all times. The server host's role is limited to providing a hosting and storage service to ScrubIT.

If You do not want Your personal information to be transferred to a server located in Australia, You should not provide ScrubIT with Your personal information or use the Application.

ScrubIT takes steps to protect your personal information

ScrubIT is committed to protecting the security of Your personal information and we take all reasonable precautions to protect it from unauthorised access, modification or disclosure. Your personal information is stored on secure servers that have SSL Certificates issued by leading certificate authorities, and all Data transferred between You and the Application is encrypted.

However, the Internet is not in itself a secure environment and we cannot give an absolute assurance that Your information will be secure at all times. Transmission of personal information over the Internet is at Your own risk and You should only enter, or instruct the entering of, personal information to the Application within a secure environment.

We will advise You at the first reasonable opportunity upon discovering or being advised of a security breach where Your personal information is lost, stolen, accessed, used, disclosed, copied, modified, or disposed of by any unauthorised persons or in any unauthorised manner.

ScrubIT only discloses Your Personal Information in limited circumstances

ScrubIT will only disclose the personal information You have provided to us to entities outside of the ScrubIT company if it is necessary and appropriate to facilitate the purpose for which Your personal information was collected pursuant to this Policy, including the provision of the Application.

ScrubIT will not otherwise disclose Your personal information to a third party unless You have provided Your express consent. However, You should be aware that ScrubIT may be required to disclose Your personal information without Your consent in order to comply with any court orders, subpoenas, or other legal process or investigation including by tax authorities, if such disclosure is required by law. Where possible and appropriate, we will notify You if we are required by law to disclose Your personal information.

The third parties who host our servers do not control, and are not permitted to access or use Your personal information except for the limited purpose of storing the information. This means that, for the purposes of Australian privacy legislation and Australian users of the Application, ScrubIT does not currently “disclose” personal information to third parties located overseas.

ScrubIT does not store Your credit card details

When you pay for the Application by credit card, Your credit card details are not stored by the Application and cannot be accessed by ScrubIT staff.

You may request access to Your personal information

It is Your responsibility to ensure that the personal information You provide to us is accurate, complete and up-to-date. You may request access to the information we hold about You, or request that we update or correct any personal information we hold about You, by setting out Your request in writing and sending it to us at support@scrubit.com.au.

ScrubIT will process Your request as soon as reasonably practicable, provided we are not otherwise prevented from doing so on legal grounds. If we are unable to meet Your request, we will let you know why. For example, it may be necessary for us to deny Your request if it would have an unreasonable impact on the privacy or affairs of other individuals, or if it is not reasonable and practicable for us to process Your request in the manner You have requested. In

some circumstances, it may be necessary for us to seek to arrange access to Your personal information through a mutually agreed intermediary (for example, an Administrator).

We'll only keep Your personal information for as long as we require it for the purposes of providing You with the Application. However, we may also be required to keep some of Your personal information for specified periods of time.

ScrubIT uses cookies

In providing the Application, ScrubIT utilises "cookies". A cookie is a small text file that is stored on Your computer for record-keeping purposes. A cookie does not identify You personally or contain any other information about You but it does identify Your computer.

We and some of our affiliates and third-party service providers may use a combination of "persistent cookies" (cookies that remain on Your hard drive for an extended period of time) and "session ID cookies" (cookies that expire when You close Your browser) on the Website to, for example, track overall site usage, and track and report on Your use and interaction with ad impressions and ad services.

You can set your browser to notify You when You receive a cookie so that You will have an opportunity to either accept or reject it in each instance. However, You should note that refusing cookies may have a negative impact on the functionality and usability of the Website.

We do not respond to or honour "Do Not Track" requests at this time.

You can opt-out of any email communications

ScrubIT sends product information, Application updates and Application notifications to You via email. Our emails will contain clear and obvious instructions describing how You can choose to be removed from any mailing list not essential to the Application. ScrubIT will remove You at Your request.

You are responsible for transfer of Your data to third-party applications

The Application may allow You, the Administrator or User within the relevant company to the Application to transfer Data, including Your personal information, electronically to and from third-party applications. ScrubIT has no control over, and takes no responsibility for, the privacy practices or content of these applications. You are responsible for checking the privacy policy of any such applications so that You can be informed of how they will handle personal information.

ScrubIT has a privacy complaints process

If You wish to complain about how we have handled Your personal information, please provide our Privacy Officer with full details of Your complaint and any supporting documentation:

by e-mail at support@scrubit.com.au

Our Privacy Officer will endeavour to:

provide an initial response to Your query or complaint within 10 business days, and

investigate and attempt to resolve Your query or complaint within 30 business days or such longer period as is necessary and notified to you by our Privacy Officer.

This policy may be updated from time to time

ScrubIT reserves the right to change this Policy at any time, and any amended Policy is effective upon posting to this Website. ScrubIT will make every effort to communicate any significant changes to You via email or notification via the Application. Your continued use of the Application will be deemed acceptance of any amended Policy.