

Privacy Policy

New Mumma Kim is committed to providing quality services to you and this policy outlines my ongoing obligations to you in respect of how I manage your Personal Information.

We have adopted the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which I collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at www.privacy.gov.au.

What is Personal Information and why do I collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information I collect include: names, addresses, email addresses, phone numbers (landline or mobile), and social media profile handles.

This Personal Information is obtained in many ways including interviews, correspondence, by landline or mobile phones, by email, via my website www.newmummakim.com, from your website, from your social media profiles, from private social media messages received on our social media profiles, from media and publications, from other publicly available sources, from cookies and from third parties. I don't guarantee website links or policy of authorised third parties.

I collect your Personal Information for the primary purpose of providing my services to you, providing information to my clients for the purpose of providing prizes, and marketing. I may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from my mailing/marketing lists or request to be removed from participating in competitions at any time by contacting me in writing or clicking unsubscribe at the bottom of any email communication you receive.

When I collect Personal Information I will, where appropriate and where possible, explain to you why I am collecting the information and how I plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by me only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, I will collect your Personal Information only from you. However, in some circumstances I may be provided with information by third parties. In such a case I will take reasonable steps to ensure that you are made aware of the information provided to me by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, I will take reasonable steps to destroy or permanently de-identify your Personal Information.

However, most of the Personal Information is or will be stored in client files which will be kept by me for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information I hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact me in writing.

New Mumma Kim will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information for any requests more than once.

In order to protect your Personal Information I may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to me that your Personal Information is up to date. I will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the

information I have is not up to date or is inaccurate, please advise me as soon as practicable so I can update my records and ensure I can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is always available on my website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about my Privacy Policy please contact me at:

PO box 537 Craigmore, South Australia, 5114

newmummakim@adam.com.au

0402 780 896