

## **TRAP ED PRIVACY POLICY**

The TRAP ED application software programs, workshops , and any materials (referred to as Software) is developed, owned or operated by The App IP Pty Ltd or Trap Ed Pty Ltd and will be referred to as "We", "our" and "us" in this Privacy Policy. By using this Software or any materials provided by us, you agree to this Privacy Policy. The Privacy Policy relates to the collection and use of personal information you may supply to us through your conduct on the Software.

We reserve the right, at our discretion, to modify or remove portions of this Privacy Policy at any time. This Privacy Policy is in addition to any other terms and conditions applicable to the Software. We do not make any representations about third party websites that may be linked to the Software.

We recognise the importance of protecting the privacy of information collected about visitors to our Software, in particular information that is capable of identifying an individual ("personal information"). This Privacy Policy governs the manner in which your personal information, obtained through the Software, will be dealt with. This Privacy Policy should be reviewed periodically so that you are updated on any changes. We welcome your comments and feedback.

### **Personal Information**

1. Personal information about visitors to our site is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

### **Use of Information**

2. Personal information that visitors submit to our site is used only for the purpose for which it is submitted or for such other secondary purposes that are related to the primary purpose, unless we disclose other uses in this Privacy Policy or at the time of collection. Copies of correspondence sent from the Software, that may contain personal information, are stored as archives for record-keeping and back-up purposes only.

### **Collecting information on Registered members**

3. As part of registering with us, we collect personal information about you in order for you to take full advantage of our services. To do this it may be necessary for you to provide additional information to us as detailed below.
4. *Registration*  
Registration is completely optional. Registration may include submitting your name,

email address, address, telephone numbers, option on receiving updates and promotional material and other information. You may access this information at any time by logging in and going to your account.

### **Credit Card Details**

5. If relevant, Credit Card details are only stored for the processing of payment and will be deleted once payment is processed. Credit cards details stored on third party websites (such as Paypal or Stripe) are not managed by us.

### **Disclosure**

6. Apart from where you have consented or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property, users, or anyone else who could be harmed by such activities. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.
7. We may engage third parties to provide you with goods or services on our behalf. In that circumstance, we may disclose your personal information to those third parties in order to meet your request for goods or services.
8. We reserve the right to use your personal data for marketing purposes by us.
9. Deidentified personal data will be shared with relevant Schools, teachers and government bodies regulating education.
10. Wherein you agree, we may provide specific personal data to Schools, teachers and government bodies regulating education including results and performance data.

### **Security**

11. We strive to ensure the security, integrity and privacy of personal information submitted to our sites, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.
12. However, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us or from our online products and services. Once we do receive your transmission, we will also make our best efforts to ensure its security on our systems.
13. In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information

held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.

### **Collecting Information from Users**

#### 14. *IP Addresses*

Our web servers gather your IP address to assist with the diagnosis of problems or support issues with our services. Again, information is gathered in aggregate only and cannot be traced to an individual user.

#### 15. *Cookies, Track Pixels, and Applets*

We use cookies, track pixels, and applets to provide you with a better experience. These cookies, track pixels, or applets allow us to increase your security by storing your session ID and are a way of monitoring single user access.

This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site.

### **Access to Information**

16. We will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. If, at any time, you discover that information held about you is incorrect, you may contact us to have the information corrected.

17. In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us.

### **Links to other sites**

18. We provide links to websites outside of our Software, as well as to third party websites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that Software and its privacy statement.

### **Problems or questions**

19. If we become aware of any ongoing concerns or problems with our Software, we will take these issues seriously and work to address these concerns. If you have any further queries relating to our Privacy Policy, or you have a problem or complaint, please contact us.

20. For more information about privacy issues in Australia and protecting your privacy, visit the Australian Federal Privacy Commissioner's Software; <http://www.privacy.gov.au/>.