

Privacy Policy

Respecting your privacy and the law

Your privacy and the protection of your personal information is paramount to Cade's Clerical. We are committed to respecting your right to privacy and protecting your personal information. We are bound by the National Privacy Principles in the Privacy Act 1988 (Commonwealth) as well as other applicable laws and codes affecting your personal information.

We are comfortable in dealing with highly sensitive information and can be relied upon for confidentiality.

About this Privacy Policy

This Privacy Policy outlines how we manage your personal information. It describes generally the sorts of personal information held and how that information is collected, held, used and disclosed.

Our Privacy Policy applies to all of your dealings with us.

Collecting your personal information

If you are acquiring or have acquired a service from Cades' Clerical, we will collect and hold your personal information for the purposes of:

- Providing you with the relevant service
- Managing and administering the service

Cade's Clerical may also collect your personal information for the purpose of letting you know about products or services from us that might better serve your business needs or promotions or other opportunities in which you may be interested.

The information collected may include your name, postal or email address, date of birth, ABN, or other information the organisation considers necessary.

Using and disclosing your personal information

We will not disclose any of your personal information to any other companies without your prior consent.

Marketing our products and services

We may use your personal information to let you know about products and services that might better serve your business or promotions or other opportunities in which you may be interested. For example, we may do this after an initial marketing contact. You can contact us at any time if you no longer wish us to do so.

Keeping your personal information accurate

We aim to make sure that the personal information we collect or use is accurate. We will take reasonable steps to make sure this is the case.

If you believe your personal information is not accurate, please contact us.