

# Gluestep Privacy Policy

The Gluestep Privacy Policy details how we comply with our obligations under the Australian Privacy Act.

Gluestep is a service provided by Gluestep Pty Ltd ABN 88623267621 (“Gluestep”). Gluestep is committed to protecting your privacy and personal information when you deal 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 Service, You consent to the terms of this Policy and agree to be bound by it and our Terms of Use.

Gluestep collects Your personal information.

The Service involves the storage of Data about a company or individual. That Data can include personal information. “Personal information” is information about an identified individual, and may include information such as the individual’s name, email address, telephone number and organisation details.

Gluestep may collect personal information directly from You when You register to use the Service, use the Service, contact the Gluestep support team, and visit the Gluestep website.

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

If You provide Gluestep with personal information about someone else, You must ensure that You are authorised to disclose that information to Gluestep and that, without Gluestep taking any further steps required by applicable data protection or privacy laws, Gluestep may collect, use and disclose such information for the purposes described in this Privacy Policy. Where requested to do so by Gluestep, You must also assist Gluestep with any requests by the individual to access or update the personal information You have collected from them and entered into the Service.

Gluestep collects Your personal information so that we can provide You with the Service and any related services You may request. In doing so, Gluestep may use the personal information we have collected from You for purposes related to the Services including to verify Your identity, administer the Service, notify You of new or changed services offered in relation to the Service, carry out marketing or training relating to the Service, assist with the resolution of technical support issues or other issues relating to the Service, comply with laws and regulations in applicable jurisdictions, and communicate with You.

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

It is Your responsibility to keep Your password to the Service 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 Service or via the “Forgotten Password” process.

We ensure that your personal information will not be disclosed unless required by law or to prevent or investigate suspected unlawful activity.

Gluestep holds your personal information on servers located in Australia

By using the Service, You agree that Gluestep can access, aggregate and use non-personally identifiable data Gluestep has collected from You.

Gluestep may use this aggregated non-personally identifiable data to assist us to better understand how our customers are using the Service, provide our customers with further information regarding the uses and benefits of the Service, otherwise to improve the Service.

The Gluestep website may use "cookies" to help personalise your online experience and save you time. You have the ability to accept or decline cookies. If you choose to decline cookies, you may not be able access all features of the Service.

Gluestep will take reasonable steps to protect the personal information it holds from misuse, interference and loss and from unauthorised access, modification or disclosure.

If you believe that Gluestep holds personal information about you in our database that is not accurate, complete, up-to-date, relevant or information that is misleading then you may request its amendment and Gluestep will respond to your request within a reasonable time.

If Gluestep no longer needs your personal information for any the purposes set out in this policy, or as otherwise required by law, Gluestep will take such steps as are reasonable in the circumstances to destroy the information or to de-identify it.

Gluestep reserves the right to alter this Privacy Policy in whole or in part at any time without notice and amendments will be effective upon posting of the amended Privacy Policy on the Gluestep website.

Gluestep will make every effort to communicate any significant changes to You via email or notification via the Service. Your continued use of the Service will be deemed acceptance of any amended Policy.