Website Privacy Policy

Integris Group Services Pty Ltd ("Integris", "we", "us" or "our") respects the privacy of individuals who interact with us and use our website at integrisgroupservices.com.au. This Privacy Policy explains how we collect, use, disclose, store and manage personal information in connection with our website, business activities, communications and services.

Personal Information We May Collect

We may collect personal information that is reasonably necessary for our business activities, including:

- Your name, position and organisation.
- Email address, telephone number and other contact information.
- Information you provide through website forms, enquiries or correspondence.
- Information provided during business development, proposals, consulting engagements or other professional interactions.
- Information about your interactions with our website and electronic communications, where applicable.
- We may also collect technical information when you use our website, including IP address, browser type, device information, pages visited, referral information and other website usage information.

How We Collect Personal Information

We may collect personal information directly from you when you:

- Contact us or submit an enquiry.
- Engage us to provide services.
- Subscribe to communications or resources.
- Attend an event, webinar or other activity involving Integris.
- Communicate with us by email, telephone, social media or other channels.

We may also collect business contact information from publicly available sources, professional platforms, third-party business information providers or other sources where collection and use are permitted by applicable law.

How We Use Personal Information

We may use personal information to:

- Respond to enquiries and communicate with clients, prospective clients and other stakeholders.
- Provide, administer and improve our consulting and professional services.
- Prepare proposals, agreements and other business communications.
- Operate, maintain and improve our website.
- Conduct legitimate business development and direct marketing activities where permitted by applicable law.
- Manage relationships with clients, suppliers, partners and other organisations.
- Analyse website performance and usage.
- Meet legal, regulatory, contractual and governance obligations.
- Protect our systems, website, personnel and business from misuse, fraud or security threats.

Communications and Direct Marketing

We may communicate with individuals and organisations about our services where we have consent to do so, where consent may lawfully be inferred, or where otherwise permitted by applicable law.

Where Integris undertakes direct business-to-business communications, we seek to ensure that communications:

- Are relevant to the recipient's role, responsibilities or organisation.
- Clearly identify Integris Group Services and the sender.
- Include accurate contact information.
- Provide an appropriate means of opting out of further marketing communications.
- Are not sent to recipients who have previously requested that such communications cease.

We honour requests to cease marketing communications and maintain appropriate suppression or exclusion records where appropriate to help prevent further marketing contact after an individual has opted out.

Unsolicited Bulk Email and Domain Promotion

Integris Group Services does not permit integrisgroupservices.com.au to be advertised or promoted through unsolicited bulk email, spam,

indiscriminate electronic messaging or deceptive electronic communications.

We do not authorise employees, contractors, affiliates, suppliers or other third parties to undertake unsolicited bulk email campaigns promoting the Integris Group Services website or domain on our behalf.

Our business-development communications are managed separately from bulk electronic marketing. Where direct communications are undertaken, they are intended to be targeted to relevant business recipients and managed in accordance with applicable Australian requirements.

Integris does not authorise third parties to use our domain, brand or website in unauthorised email campaigns.

Website Links in Electronic Communications

Links to the Integris website or other online resources may be included in legitimate correspondence, client communications and communications where recipients have engaged with or requested further information from us.

We take reasonable steps to prevent the Integris website or domain from being used as part of unsolicited bulk email or unauthorised promotional campaigns.

Cookies And Website Analytics

Our website may use cookies and similar technologies to support website functionality, understand visitor behaviour and improve the website experience.

We may use third-party analytics or website-performance services to collect information such as:

- Browser and device information.
- Approximate location derived from technical information.
- Pages visited.
- Referral source.
- Time spent on pages.
- Website interactions.

You can control or disable cookies through your browser settings. Some website functions may not operate correctly if cookies are disabled.

Third-Party Service Providers

We may use third-party providers to support our business operations, including providers of:

- Website hosting and infrastructure.
- Email and communications services.
- Customer relationship management and business systems.
- Marketing and communications platforms.
- Analytics and website-performance services.
- Cloud storage and collaboration.
- Cybersecurity and information-security services.
- Professional and administrative services.

These providers may process personal information on our behalf where reasonably necessary to provide their services. We take reasonable steps to use reputable providers and manage personal information appropriately when using third-party services.

Disclosure Of Personal Information

We may disclose personal information where reasonably necessary to:

- Service providers acting on our behalf.
- Professional advisers.
- Contractors or delivery partners supporting our services.
- Government, regulatory or law-enforcement authorities where required or authorised by law.
- Other parties with your consent or where otherwise permitted by law.

We do not sell personal information.

Overseas Processing and Storage

Some third-party technology and service providers used by Integris may store or process information outside Australia.

Where this occurs, we take reasonable steps appropriate to the circumstances to ensure personal information is handled in accordance with applicable privacy requirements.

Security

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification and disclosure.

These measures may include administrative, technical and organisational controls appropriate to the information and systems involved.

However, no method of electronic transmission or storage is completely secure, and we cannot guarantee absolute security.

Access and Correction

You may contact us to request access to personal information we hold about you or to request that inaccurate, incomplete or outdated information be corrected.

We may need to verify your identity before responding to a request.

Direct Marketing Preferences

You may request at any time that we stop using your personal information for direct marketing.

Where applicable, you may also request information about the source from which we obtained your personal information.

Privacy Complaints

If you have concerns about how we have handled your personal information, please contact us using the details provided on our website.

We will review privacy enquiries or complaints and seek to respond within a reasonable period.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes to our business practices, technology, legal requirements or services.

The current version will be published on our website and will take effect from the date stated on the policy.

Contact Us

For questions about this Privacy Policy, requests concerning your personal information, or privacy-related complaints, please contact Integris Group Services using the contact details available on our website.

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