

# Privacy Policy – Sauced It

In this Privacy Policy, 'us' 'we' or 'our' means Agile Business Systems Pty Ltd (ACN 611 114 179) and its related entities or body corporates. We are committed to respecting your privacy. Our Privacy Policy sets out how we collect, use, store and disclose your Personal Information.

By providing Personal Information to us, you consent to our collection, use and disclosure of your Personal Information in accordance with this Privacy Policy and any other arrangements that apply between us. We may change our Privacy Policy from time to time by publishing changes to it on our Online Platforms. We encourage you to check our Online Platforms periodically to ensure that you are aware of our current Privacy Policy.

Personal Information includes information or an opinion about an individual that is reasonably identifiable. For example, this may include your name, age, gender, postcode and contact details. It may also include financial information, including your credit card information and bank details.

## 1. Definitions

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1. In this Privacy Policy, the following capitalised terms have the following meanings:

**Data Protection Laws** mean the Privacy Act.

**Non-personal Information** means information that does not relate to a person and/or cannot be used to identify a person.

**Online Platforms** means any website, application, platform, software, landing page, plugin, API or any other digital interface or service offered by us.

**Personal Information** means any information which can be used to identify an individual, and described in detail in clause 2.

**Privacy Act** means the *Privacy Act 1998* (Cth).

**Services** mean the provision of the Online Platforms and any other goods or services offered through the Online Platforms or by us on a payment or free-of-charge basis.

**User, you or your** means any person using or registering on the Online Platforms whatsoever.

## 2. What Personal Information do we collect?

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1. We may collect Personal Information about you when you use the Online Platforms or the Services, register on the Online Platforms or interact with us in any way.
2. **Information you provide to us:** We collect all information that Users voluntarily provide to us while using the Online Platforms or interacting with us by any other means including, without limitation, surveys, correspondence and/or marketing activities. This includes any information provided:

- (a) during registration;
- (b) during correspondence, enquiries, support services or phone calls, or customer surveys; or
- (c) uploaded onto the Online Platforms in any way.

The Personal Information we may collect includes without limitation:

- (a) basic information such as your first and last name;
- (b) contact information including email address and phone number;
- (c) name of your organisation (if applicable);
- (d) demographic information such as postal code, age, and gender;
- (e) information related to your use of the Services, including without limitation, goods or services bought or looked at;
- (f) other relevant information in relation to your Services needs;
- (g) geographic location;
- (h) login credentials for third-party websites;
- (i) other information obtained by your use of the Online Platforms; and
- (j) any other information that enables Users to be personally identified.

3. **Information we automatically collect:** We also automatically collect certain technical data that is sent to us from the computer, mobile device and/or browser through which you access the Online Platforms (**Automatic Data**). Automatic Data, includes without limitation, a unique identifier associated with your access device and/or browser (including, for example, your Internet Protocol (IP) address), characteristics about your access device and/or browser, statistics on your activities on the Online Platforms, details of the Services we have supplied to you or that you have enquired about, including any additional information necessary to deliver those Services and respond to your enquiries, or information about how you came to the Online Platforms. We collect Automatic Data based on your consent which was granted to us by you when you registered as a User and accepted this Privacy Policy.
4. **Information we obtain from others:** We may also collect or receive Personal Information from third-party sources, such as other Users, suppliers, social media or other third-party integrations.
5. **Non-Personal Information:** When you interact with the Online Platforms, we may collect Non-Personal Information. The limitations and requirements of this Privacy Policy on our collection, use, disclosure, transfer and storage/retention of Personal Information do not apply to Non-Personal Information. When you register to the Online Platforms or otherwise submit Personal Information to us, we may associate other Non-Personal Information (including Non-Personal Information we collect from third parties) with your Personal Information. At such instance, we will treat any such combined data as your Personal Information until such time as it can no longer be associated with you or used to identify you.

### **3. Why do we collect, use and disclose Personal Information?**

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1. We may collect, hold, use and disclose your Personal Information for the following purposes:
  - (a) to enable you to access and use our Online Platforms, use the Services and interact with other Users;
  - (b) to operate, protect, improve and optimise our Online Platforms, business and our Users' experience, such as to perform analytics and conduct research;
  - (c) to send you service, support and administrative messages, reminders, technical notices, updates, security alerts, and information requested by you;
  - (d) to send you marketing and promotional messages and other information that may be of interest to you, including information sent by, or on behalf of, our business partners that we think you may find interesting;
  - (e) to administer rewards, surveys, contests, or other promotional activities or events sponsored or managed by us or our business partners; and
  - (f) to comply with our legal obligations, resolve any disputes that we may have with any of our Users, and enforce our agreements with third parties.
2. We may also disclose your Personal Information to a trusted third party who also holds other information about you. This third party may combine that information in order to enable it and us to develop anonymised consumer insights so that we can better understand your preferences and interests, personalise your experience and enhance the Services that you receive.
3. The information we collect is not distributed, sold or leased to third parties for commercial purposes, except to provide Services you have requested or for other purposes when we have your permission or when we are obliged to do so.

### **4. To whom do we disclose your Personal Information?**

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1. We may disclose Personal Information for the purposes described in this Privacy Policy to:
  - (a) our employees;
  - (b) our related bodies corporate;
  - (c) third-party suppliers and service providers (including providers for the operation of our Online Platforms and/or our business or in connection with providing our Services to you);
  - (d) professional advisers, dealers and agents;
  - (e) payment systems operators (e.g., merchants receiving card payments);
  - (f) our existing or potential agents, business partners or partners;

- (g) our sponsors or promoters of any competition that we conduct via our Services;
- (h) anyone to whom our assets or businesses (or any part of them) are transferred;
- (i) specific third parties authorised by you to receive information held by us; and/or
- (j) other persons, including government agencies, regulatory bodies and law enforcement agencies, or as required, authorised or permitted by law.

## **5. Using our Online Platforms and cookies**

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1. We may collect Personal Information about you when you use and access our Online Platforms. While we do not use browsing information to identify you personally, we may record certain information about your use of our Online Platforms, such as which pages you visit, the time and date of your visit and the internet protocol address assigned to your computer.
2. We also use cookies, web beacons and other tracking technologies to collect certain information about your equipment, browsing actions, and patterns. Below we describe what are cookies and web beacons, why we use cookies and web beacons, the types of cookies and web beacons that we use as well as what you can do in order to manage and delete cookies and web beacons.

### **What are cookies and web beacons?**

- (a) Cookies are small text files that websites often store on computer hard drives or mobile devices of visitors to their websites. A cookie contains a unique number, which is used to recognise your computer or mobile device when you return to our Online Platforms. Cookies can remain on your computer or mobile device for different periods of time. The cookies can be either "persistent" cookies or "session" cookies. Persistent cookies are stored by a web browser and remain valid until a set expiration date. Session cookies only exist while your internet browser is open and are automatically deleted once you close your browser.
- (b) Web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) are small electronic files contained on pages of websites that permit companies to count users who have visited certain webpages on a website and are used for other related website statistics (e.g., recording the popularity of certain website content and verifying system and server integrity).

### **What do we use cookies and web beacons for?**

3. We use a variety of cookies, web beacons and other tracking technologies for different purposes. Specifically, we use cookies and web beacons to enhance the experience of our visitors to our Online Platforms (for example, by remembering your preferences and letting you navigate between pages efficiently) and to better understand how our Online Platforms are used. Cookies may tell us, for example,

whether you have visited our Online Platforms before or whether you are a new visitor.

4. We may also use cookies to enable us to collect data that may include Personal Information. For example, where a cookie is linked to your account, it will be considered Personal Information under the Privacy Act. We will handle any Personal Information collected by cookies in the same way that we handle all other Personal Information as described in this Privacy Policy.

#### **What types of cookies and web beacons are used by us?**

5. We use both first-party and third-party cookies and web beacons. First-party cookies and web beacons are cookies and web beacons that are served directly by us to your computer or mobile device. Third-party cookies and web beacons are served by a third-party service provider on our behalf. Third-party cookies are most commonly used for advertising and analytics purposes.
6. There are four categories of cookies and web beacons used by us. Specifically, we use essential, performance, functionality and advertising cookies and web beacons.
  - (a) Essential cookies, web beacons and other tracking technologies are necessary for the operation of our Online Platforms. These tracking technologies enable you to move around on our Online Platforms and use our Online Platform features. You may not opt out of these types of cookies because they are required to operate our Online Platforms.
  - (b) Performance cookies, web beacons and other tracking technologies collect information about how you have used our Online Platforms. We use performance cookies, web beacons and other tracking technologies to improve the user experience with our Online Platforms.
  - (c) Functionality cookies, web beacons and other tracking technologies allow us to remember how you are logged into our Online Platforms, when you logged in or out and the actions you have taken while you have been logged into our Online Platforms.
  - (d) Advertising cookies, web beacons and other tracking technologies are used by our third-party service providers to deliver advertising to you on other third-party websites as well as help measure the effectiveness of our advertising campaigns. We also use these types of cookies to analyse our Online Platforms' visits and ad conversions from third-party websites.

#### **What are your choices about cookies?**

7. It is your choice as to whether or not to accept cookies. Most browsers allow you to configure the browser settings so that cookies from websites cannot be placed on your computer or mobile device. If you choose not to accept cookies, then you may be able to continue browsing our Online Platforms but we may not be able to provide you with certain features. If you would like further information about cookies and how to manage and delete them, please visit [www.allaboutcookies.org](http://www.allaboutcookies.org) or [www.youronlinechoices.eu](http://www.youronlinechoices.eu).

## 6. Security

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1. We may hold your Personal Information in either electronic or hard copy form. We take reasonable steps to protect your Personal Information from misuse, interference and loss, as well as unauthorised access, modification or disclosure and we use a number of physical, administrative, personnel and technical measures to protect your Personal Information. However, we cannot guarantee the security of your Personal Information.

## 7. Processing and transfer of your Personal Information

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1. Your information, including Personal Information, is processed at our operating office in Australia and in any other places where our staff members are located or where sub-processing takes place. It means that this information may be transferred to Australia and maintained on computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ from those from your jurisdiction.
2. Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.
3. We will take steps reasonably necessary to ensure that your Personal Information is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Information will take place to an organisation or a country unless there are adequate controls in place including the security of your data and Personal Information.

## 8. Retention

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1. Ordinarily, we will retain your Personal Information as long as you are registered to the Online Platforms as a User, and for a period of 1 month following the closure of your account. You may close your account by contacting us. However, we may sometimes retain Personal Information for an additional period as is permitted or required under applicable laws. Even if we delete your Personal Information it may persist on backup or archival media for an additional period of time for legal, tax or regulatory reasons or for legitimate and lawful business purposes.

## 9. Exclusions

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1. **Links:** Our Online Platforms may contain links to websites operated by third parties. Those links are provided for convenience and may not remain current or be maintained. Unless expressly stated otherwise, we are not responsible for the privacy practices of, or any content on, those linked websites, and have no control over or rights in those linked websites. The privacy policies that apply to those other websites may differ substantially from our Privacy Policy, so we encourage individuals to read them before using those websites.
2. **Personal Information Provided to Others:** This Privacy Policy does not apply to any Personal Information that you provide to another User or visitor through the Online

Platforms or through any other means, or information posted by you to any public areas of the Online Platforms.

## **10. Accessing or correcting your Personal Information**

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1. You can access the Personal Information we hold about you by emailing us (address below). Sometimes, we may not be able to provide you with access to all of your Personal Information and, where this is the case, we will tell you why. We may also need to verify your identity when you request your Personal Information.
2. If you think that any Personal Information we hold about you is inaccurate, please email us and we will take reasonable steps to ensure that it is corrected.
3. We will consider and respond to all requests in accordance with all applicable laws.

## **11. Making a complaint**

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1. If you think we have breached the Privacy Act or any other relevant privacy law, or you wish to make a complaint about the way we have handled your Personal Information, you can email us. Please include your name, email address and/or telephone number and clearly describe your complaint. We will acknowledge your complaint and respond to your complaint within a reasonable period of time. If you think that we have failed to resolve the complaint satisfactorily, we will provide you with information about the further steps you can take.

## **12. Contact Us**

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1. For further information about our Privacy Policy or practices, or to access or correct your Personal Information, or make a complaint, please contact us at [admin@saucedit.com](mailto:admin@saucedit.com)

Effective: \_07 December 2023.