



# **The Wizdom Journal**

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PRIVACY POLICY

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## **A. Introduction**

1. This Privacy Policy explains how information about you is collected, used and disclosed by Imagineer's Tools Pty Ltd trading as The Wisdom Journal™ ("The Wisdom Journal", "we", or "us"). This Privacy Policy applies to information we collect when you use our website, affiliated social media profiles and posts, newsletters, emails, subscriptions, merchandise, and other communications (collectively, the "Site").
2. We may change this Privacy Policy from time to time. If we make changes, we will notify you by revising the date at the top of the Policy. We encourage you to review the Privacy Policy whenever you access the Site to stay informed about our information practices and the ways you can help protect your privacy.
3. The Wisdom Journal is committed to providing services to you, in accordance with our Terms Of Service, and this Policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.
4. We have adopted the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988* (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.
5. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.
6. If you have any queries or complaints about our Privacy Policy please contact us via: [legal@wisdomjournal.com](mailto:legal@wisdomjournal.com).

## **B. What Is Personal Information & Why Do We Collect It?**

7. Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect includes names, addresses, email addresses, phone and facsimile numbers.
8. This Personal Information is obtained in many ways including when you subscribe to our content, communicate with us or like, share or comment on our publications either on our website or a third party website. We don't guarantee website links or policy of authorised third parties.
9. We collect your Personal Information for the primary purpose of providing our services to you and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.
10. These secondary purposes include seeking your engagement or support in relation to pressing socio-political issues and making you aware of third party products/services that may be of interest to you.
11. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.
12. When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## **C. Sensitive Information**

13. Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or

philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

14. Sensitive information will be used by us only:

- For the primary purpose for which it was obtained; or
- For a secondary purpose that is directly related to the primary purpose; or
- With your consent; or where required or authorised by law.

#### **D. Third Parties**

15. Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that your Personal Information is dealt with in accordance with this Policy.

#### **E. Disclosure Of Personal Information**

16. Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where:
  - You consent to the use or disclosure;
  - This is conducive to the achievement of a socio-political goal that you have expressed an interest in pursuing; and
  - They may have assistance or products/services to offer which we believe may be of interest to you; and
- Where required or authorised by law.

#### **F. Security Of Personal Information**

17. Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

18. When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, a great proportion of the Personal Information is or will be stored in files which will be kept by us for a minimum of 7 years.

#### **G. Access To Your Personal Information**

19. You may access the Personal Information we hold about you to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing. The Wisdom Journal will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

20. In order to protect your Personal Information, we may require identification from you before releasing the requested information.

## **H. Maintaining The Quality Of Your Personal Information**

21. It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date.
22. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.