



## **Privacy Policy | Intralight**

Effective Date: 1 January 2015

Intralight (“we,” “our,” “us”) is committed to protecting the privacy of visitors to our website [www.intralight.org](http://www.intralight.org) and ensuring the responsible use of any personal information we collect. This Privacy Policy explains how we collect, use, store, and disclose personal information in accordance with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth).

### **1. Information We Collect**

We may collect the following types of personal information:

Contact information: Name, email address, phone number, job title, and organisation.

Communication information: Messages, inquiries, and correspondence submitted through our website contact forms or email.

Usage information: IP address, browser type, pages visited, and other website usage data collected automatically via cookies or analytics tools.

We collect personal information only when it is voluntarily provided or necessary for providing our services.

### **2. How We Use Your Information**

We use your personal information for purposes including:

Responding to inquiries or requests.

Providing and improving our services.

Sending newsletters or updates, if you have opted in.

Complying with legal obligations.

Analysing website usage to improve functionality and user experience.

We do not sell or trade personal information to third parties.

### **3. Cookies and Tracking**

Our website uses cookies and similar technologies to enhance user experience, understand website traffic, and personalise content. You may choose to disable cookies through your browser settings, but some website functionality may be affected.



#### **4. Sharing Your Information**

We may share personal information in limited circumstances:

With service providers assisting us in delivering our services (e.g., IT support, marketing services).

When required or authorised by law.

In connection with the sale or transfer of business assets (with appropriate safeguards).

All third parties are required to handle your personal information securely and in accordance with this Privacy Policy.

#### **5. Data Security**

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. However, no method of electronic storage or transmission is completely secure, and we cannot guarantee absolute security.

#### **6. Access and Correction**

You have the right to access and correct personal information we hold about you. Requests can be made by contacting us at:

Email: [office@intralight.org](mailto:office@intralight.org)

Address: 18 National Circuit Barton ACT 2600

We will respond to requests within a reasonable timeframe in accordance with applicable law.

#### **7. Retention of Personal Information**

We retain personal information only for as long as necessary to fulfil the purposes outlined in this Privacy Policy or as required by law.

#### **8. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. Updated versions will be posted on our website with a revised "Effective Date." Please check this page periodically to stay informed about how we protect your information.

#### **9. Complaints**

If you have concerns or complaints about how we handle personal information, please contact us at:

Email: [office@intralight.org](mailto:office@intralight.org)

Address: 18 National Circuit Barton ACT 2600



We will investigate and respond promptly. You may also contact the Office of the Australian Information Commissioner (OAIC) for further guidance.

**Intralight** “Future Ready — By Design”