

Privacy Policy

Optima-Tech takes your concerns about the collection and use of your personal information seriously as we are committed to providing quality products and services to you. This privacy policy outlines our ongoing obligations to you in respect of how we manage your personal information.

Optima-Tech is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

What is Personal Information

Personal Information identifies an individual. Examples of personal information we may collect include: your name, address, email, phone numbers, bank account details, credit card details, payment and transaction information.

Information we collect

We collect your personal information for the primary reasons of providing our products and services to you. It is any information that can be used to personally identify you, or you are reasonably identifiable from it. For example, to complete a sales transaction with you, to place pre-orders on your behalf, to fulfill your requests for products, services or information. Also, to limit the possibility of fraud or error when we process your transactions or refunds.

We may also use your personal information for secondary purposes in circumstances where you would reasonably expect such use or disclosure.

When we collect personal information, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it. We will not collect personal information by unlawful means or means that are unfair or intrude on you to an unreasonable extent.

Third Parties

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 you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your personal information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Your personal information may be accessible to contractors, agents or service providers located in Australia and overseas. As a result, your personal information may be accessible to law enforcement and regulatory authorities in accordance with the laws of these jurisdictions.

Access to your Personal Information

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions. If we are satisfied that the personal information, we hold is inaccurate, out of date, incomplete, irrelevant or misleading, we will take reasonable steps to correct that information to ensure that, having regard to the purpose for which it is held, the information is accurate, up-to-date, complete, relevant and not misleading. If you wish to access your personal information, please contact us by email.

Optima-Tech will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your personal information.

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

Security of your personal information

We will take reasonable steps to ensure that the personal information that we hold is held in a secure environment.

When is Your Information Removed?

We keep your information only as long as we require it for legitimate business purposes and to meet any legal requirements. We will destroy your information when it is no longer needed.

Changes to these Terms and Conditions

Whether or not you have viewed our terms and conditions of use of Optima-Tech's website, or this Privacy Policy, and whether or not you have chosen to not receive notices from us, those terms and notices will still govern your use of Optima-Tech's website. Optima-Tech may update or change our terms of use and this Privacy Policy at any time, as we determine is appropriate. It is your responsibility to review them for changes.