

Privacy Policy

iRH Designs is committed to the protection of your personal information. *iRH Designs* will adhere to the provisions of the Australian Privacy Principles (APPs), which are contained in the Privacy Act 1988 ("the Act") in relation to the how we collect, use, disclose and protect your information.

Management of Personal Information

When you engage in certain activities with *iRH Designs* we may collect certain personal information from you. These activities including submitting enquiries via our website or directly by phone or email in relation to business dealings with us.

The personal information that we collect from you will include your name, title, email address and contact number. We may also collect other personal information from you to enable us to provide you with the requested service.

iRH Designs will only collect sufficient information necessary to enable us to comply with your request for information. Communications sent through the *iRH Designs* website will be sent to appropriate *iRH Designs* staff ONLY for action as needed.

How your personal information is used

All information collected by *iRH Designs* is necessary to conduct the business of branding, marketing, communications, graphic and web design.

iRH Designs' use of personal information is limited to the purposes for which it was collected so that we can conduct business and provide our services, except where the individual has agreed to another use, such as a client testimonial inclusion on our website.

iRH Designs will only retain personal information for as long as necessary, and will then dispose of the personal information securely, in accordance with approved methods.

Disclosure of personal information

iRH Designs does not sell, trade or rent personal information to any third-party without your consent, except where it is required by law or permitted under the Act.

From time-to-time, personal information may be disclosed to external service providers that are engaged by *iRH Designs*, such as printing providers and/or web programmers/developers. We ensure that wherever possible, our data is stored within Australia; however, in international cases some of our external service providers may store data in their overseas locations, including but not limited to New Zealand and USA. We take steps to ensure these external service providers comply with the APPs contained within the Act, and are authorised only to use personal information for the limited purposes specified in our agreement with them.

Security of your personal information

iRH Designs has a number of security measures in place to protect your personal information. Our system can only be accessed with a login name and password. These security measures aim to ensure that only authorised users are able to access any Personal Information.

E-mail is not a secure form of communication and *iRH Designs* cannot guarantee that your message will not be viewed by someone else when being sent to us. We strongly recommend that you write and post to us if the information you wish to provide is highly confidential.

All *iRH Designs* employees are required, as a condition of employment, to treat personal information held by us as confidential.

Your choices with respect to personal information

iRH Designs recognises and appreciates the importance of responsible use of personal information collected.

Under the Act, you have the right to: seek access to your personal information handled by us and ask us to update or correct your personal information when it is inaccurate, incomplete or out of date.

If you do not want the information you provide to *iRH Designs* to be used, and you advise us of this preference in writing, we will endeavour to honour your preference.

If you wish to access the personal information that we hold about you, please send us your request in writing. We can provide you with the relevant personal information held by us. We will not charge you for the cost of providing this information.

We may also archive non-current records containing personal information for security and administrative purposes, such as back up files and for tax purposes.

If you are of the view that personal information about you is inaccurate or out of date, or if you have any other queries about access and correction, please contact us.

Online Privacy

When you visit the *iRH Designs* website, you can view the site anonymously and access information without revealing your identity. In order to improve our site, we use 'cookies' to track your visit. A 'cookie' is a packet of information that allows the server (the computer that houses the website) to identify and interact more effectively. While *iRH Designs* uses cookies to track your visit to our website, our web servers automatically log the IP/Internet address of your computer, this information does not identify you personally.

iRH Designs generates statistics about how many people visit our website and how people use our website. We use web logs and cookies to do this. This enables us to keep our site relevant and useful, SEO friendly and improve our marketing. However, generally this information will not identify you and we do not store any information that identifies you.

Most browsers are set to accept cookies by default. Please refer to your computer browser instructions or help screens to learn more about these functions. If you reject all cookies, you may not be able to use our website.

There are interactive features on the *iRH Designs* website, including contact forms and order forms. These features are opt-in services. Please remember that any information that is disclosed in a comment on our website is public information and that you should not post any information that you do not want seen.

External Links

iRH Designs' website may contain links to other sites, mainly social media. *iRH Designs* is not responsible for the privacy practices or content of any non- *iRH Designs* website.

Additional Privacy Information

We will deal with all requests for access to personal information as quickly as possible and will endeavour to get back to you within a reasonable timeframe.

If you wish to make a complaint about how we handle your personal information, please contact us in writing. *iRH Designs'* Privacy Policy may change from time to time, and is available to anyone who requests it.

For details to contact *iRH Designs*, please visit our contact us page, or email us directly via irhdesigns@outlook.com