

Privacy Policy

Co Serve Consulting is committed to supporting the “National Privacy Principles for the Fair Handling of Personal Information” which set clear standards for the collection, storage and use of any personal information obtained as part of our business operations.

Further information on privacy in Australia may be obtained by visiting the web site of the Office of the Australian Information Commissioner at <http://www.oaic.gov.au>

Collection

So that we can provide goods and services to you, we may ask for personal details such as your name, address, telephone number or e-mail address.

We may also collect relevant information available in the public domain and associated with you. For instance information available through the

You have no obligation to provide any information requested by us. Wherever it is lawful and practicable, we will give you the option of not identifying yourself or not providing personal information. However, if you choose to withhold requested information, we may not be able to provide you with the goods or services that depend on the collection of that information, particularly if the collection of that information is required by law.

Information Use

Once we hold personal information, including any information gathered from the public domain, we will take reasonable steps to keep it secure, accurate, complete and up-to-date.

We may provide personal information to third parties with whom we have a business relationship. However, unless necessary for the delivery of the goods or services ordered by you, we will try to ensure that our disclosure of information to other organisations is done in a way that does not identify you as an individual.

We will destroy all personal information received from you once it is no longer required to provide goods or services to you.

Access to Personal Information

If you ask, we will tell you what personal information we hold about you, and what we do with it, by providing access to copies of documents or a summary of the relevant information, depending on what is most appropriate in the circumstances. Before we do this, we will require proof of your identity. Any charge we make for providing such access will be reasonable.

If you need to amend the information you have previously supplied to us (to change your address for example), please [contact us](#) on 02 4782 6917 or send us an email (info@coserve.com.au), so that we can initiate the actions necessary to make the change.

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