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PRIVACY POLICY

POLICY BRIEF AND PURPOSE

All Tree Solutions is committed to ensuring your your privacy and personal information is protected.

This policy ensures compliance with the *Privacy Act 1988* and outlines standards that state what information All Tree Solutions may collect, why it is collected, and how it is stored and used.

APPLICATION OF THIS POLICY

All Tree Solutions collects and stores personal information such as Name, Address, Phone numbers, Emails, Fax and relevant permits or reports for the purpose of assessing the needs and requirements of services provided and / or intended works and to maintain records and assess marketing trends.

All Tree Solutions does not disclose any private information with 3rd parties unless it is necessary for the intended works to be completed and not unless it has been personally authorised to do so, although by law, in some circumstances it is required to disclose personal information without authorisation such as to government authorities and law enforcement bodies in Australia.

Quality of Personal Information

It is in All Tree Solutions interests to ensure that the personal information that we collect, and use is accurate, complete and up-to-date.

To assist us with this, please advise us if you believe that any of the information that we have about you is not accurate, complete or up-to-date and all reasonable efforts will be made to correct your information.

Personal Information Security

All Tree Solutions is committed to maintaining your privacy by keeping your information secure.

All reasonable steps are taken to protect the information from misuse and loss, and from unauthorized access, modification and disclosure.

Where the information is no longer required, we will delete it or permanently de-identify it.

PRIVACY POLICY

Anonymity and Pseudonymity

Where practical and within the law, you will be given an option to not identify yourself or use a pseudonym.

Rights and Responsibilities

All Tree Solutions reserves the right to contact you regarding account status, agreements, promotional material, privacy and any other policies or agreements relevant.

All Tree Solutions supports your right to the information we collect about you and provides access to any of the personal information stored at your written request, however identification will be required before accessing any secure information.

When your Personal Information is no longer needed for the purpose for which it was obtained, All Tree Solutions will take reasonable steps to destroy or permanently de-identify your Personal Information.

In most cases Personal Information is or will be stored in client files which will be kept for a minimum of 7 years.

All Tree Solutions reserves the right to change or update this policy at any time and revised editions can be obtained in person on site or by online request.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at www.privacy.gov.au



Troy Wighton
Director
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