# **Privacy Statement**

This privacy statement explains how the Engagement Hub software ("software") protects and uses your personal information and data. We respect your privacy and endeavour to ensure your privacy is maintained when providing information electronically.

You can use this software without any personal information being collected. My Business App Pty. Ltd, owner of the software, hosts this website on behalf of Pyrenees Shire Council.Our privacy mechanisms comply with the following jurisdiction's privacy legislation:

- Australia: Privacy Act 1988, Privacy Regulation 2013 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012
- New Zealand: Privacy Act 1993
- Canada: Personal Information Protection and Electronic Documents Act (PIPEDA)
- United Kingdom and Ireland: Data Protection Act 1998
- EU General Data Protection Regulation (GDPR) 2016

## Collection of Personal Information

Your personal information, including email address, is only collected when you elect to participate in an online consultation or submit an online form. Only Pyrenees Shire Council has access to your personal information and any data/comments collected. Your 'Screen Name', 'Avatar' and 'Comments' will be publicly displayed, if you choose to participate via the following mediums on this website:

- Online Forum
- Interactive Mapping
- Ideas Wall
- Interactive Document

Your survey submissions are not publicly displayed.

## How Your Personal Information is Used

- To respond to an enquiry you have made
- Provide you additional and/or updates information related to the consultation via periodic emails of wish you can unsubscribe at anytime
- To assist in analysing the usage and data collected

# Storage and Security

This software is hosted in a secure data centred located in Sydney, Australia. Physical, technical and administrative systems and processes are in place to safeguard your data and personal information.

Our software's systems (including but not limited to computing, operating and network infrastructure) are monitored twenty-four (24) hours per day, every day of the year to detect any issues, which shall include but not be limited to environmental monitoring, network monitoring, load balancing monitoring, web server and database monitoring, firewall services and intrusion detection.

Your information is held confidentially by Pyrenees Shire Council and is not shared with, transferred or sold to other parties, without your explicit consent unless we are required to by law.

My Business App Pty. Ltd. provide controls to protect your personal information. However, there are always risks involved in sending information via electronic means including over the internet and you do it entirely at your own risk.

Third Party Links

This consultation portal may link to third party external websites. This privacy policy and other policies in relation to this consultation portal do not relate to these external sites and My Business App Pty. Ltd. and Pyrenees Shire Council do not have any responsibility to the content on these external sites or the activities.

# Spam

My Business App Pty Ltd. and Pyrenees Shire Council are anti-spam and only Pyrenees Shire Council will communicate electronically with you when you opt-in to our software or newsletters. My Business App Pty. Ltd does not have access to your personal information.

#### Terms Of Use

Please also visit the Terms of Use which established the use, disclaimers, and limitations of liability governing the use of this website.

# Cookies and Website Analytics

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This section describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the site's functionality.

#### **How We Use Cookies**

We use cookies for a variety of reasons detailed below. Unfortunately, in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

# **Disabling Cookies**

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of this site. Therefore, it is recommended that you do not disable cookies.

#### **Third Party Cookies**

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site.

This site uses Google Analytics which is one of the most widespread and trusted analytics solution on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

We also use social media buttons and/or plugins on this site that allow you to connect with your social network in various ways. For these to work the following social media sites including; Twitter, Facebook, will set cookies through our site which may be used to enhance your profile on their site or contribute to the data they hold for various purposes outlined in their respective privacy policies.

## Further Assistance

If you have concerns or questions about your privacy please contact My Business App Pty. Ltd. at info@mybusinessapp.com.au or send a letter to My Business App Pty. Ltd. 45 Evans Street, Balmain NSW 2041 Australia.