



## **Privacy Policy**

### **What information do we collect?**

We collect information from you when you register on our site, place an order or fill out a form.

When ordering or registering on our site, as appropriate, you may be asked to enter your:

- name
- business name
- abn
- e-mail address
- site and mailing addresses
- phone numbers
- other information required for service applications

You may, however, visit our site anonymously.

### **What do we use your information for?**

Any of the information we collect from you may be used in one of the following ways:

To personalize your experience

Your information helps us to better respond to your individual needs

To improve our website

We continually strive to improve our website offerings based on the information and feedback we receive from you

To improve customer service

Your information helps us to more effectively respond to your customer service requests and support needs

To process transactions

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.

To administer a contest, promotion, survey or other site feature

### **How do we protect your information?**

We implement a variety of security measures to maintain the safety of your personal information when you place an order or enter, submit, or access your personal information.

We offer the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and is only accessed by those authorized with special access rights to our systems, and are required to keep the information confidential.

After collection, your private information (email, phone numbers, credit cards, etc.) will be kept on file for the lifetime of your account or until you request they be discarded.

### **Do we use cookies?**

Yes (Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information

We use cookies to understand and save your preferences for future visits.

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly. However, you can still place orders over the telephone or by contacting customer service.

### **Do we disclose any information to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

### **Terms and Conditions**

Please also visit our other policies establishing the use, disclaimers, and limitations of liability governing the use of our website by browsing to [Support](#) and clicking Policy Documents.

### **Your Consent**

By using our site, you consent to our privacy policy.

### **Changes to our Privacy Policy**

If we decide to change our privacy policy, we will update the Privacy Policy modification date below.

This policy was last modified on 21 June 2016.

### **Contacting Us**

Please go to [www.iig.com.au/contact](http://www.iig.com.au/contact) if you have any questions or require further information regarding this document.  
Alternately you can email [support@iig.com.au](mailto:support@iig.com.au) or call us on 07 3193 2300.