



· ANA SILVIA REINKE ·

COMMUNICATION & DESIGN

PRIVACY POLICY

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Below are ANA SILVIA REINKE COMMUNICATION & DESIGN (we, us, our) standard Privacy Policy. By using this site, you agree to this Privacy Policy of ANA SILVIA REINKE COMMUNICATION & DESIGN ('the website'). The Privacy Policy relates to the collection and use of personal information you may supply to us through your use of ANA SILVIA REINKE COMMUNICATION & DESIGN. This Privacy Policy should be read in conjunction to the Terms & Conditions for ANA SILVIA REINKE COMMUNICATION & DESIGN which are available for download on the www.ansilviareinke.com website.

We reserve the right, to change or delete sections of this Privacy Policy at any time. This Privacy Policy is in addition to any other Terms of Use applicable to the ANA SILVIA REINKE COMMUNICATION & DESIGN.

We recognise the importance of protecting the privacy of information collected about visitors and customers who choose to use ANA SILVIA REINKE COMMUNICATION & DESIGN website and, in particular any personal information that is capable of identifying an individual.

This Privacy Policy is correct as at 6th February 2016. This Privacy Policy may change from time to time. Any changes will be updated to this Privacy Policy page and it is the customer's responsibility to keep up to date with the most current version. If you disagree with any part of the Privacy Policy then you should contact ANA SILVIA REINKE COMMUNICATION & DESIGN immediately by email and cease using the website until the issue is resolved.

We do not make any representations about third party websites that may be linked to the [ansilviareinke.com](http://www.ansilviareinke.com) website. As a user of our website, you agree not to reproduce, retransmit, disseminate, sell, publish, broadcast, or otherwise use any material from this site without our express prior written consent.

PERSONAL INFORMATION

To provide a service for our customer's it is necessary for ANA SILVIA REINKE COMMUNICATION & DESIGN to collect personal information about the customer. We only collect personal information about visitors to our site or our customers when it is knowingly submitted by those individuals. For example, we will need to collect your telephone numbers, ABN, address, business service details, etc in order to provide you services. It is our intention that this Privacy Policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

USE OF INFORMATION

Personal information that visitors or customers enter into our site is used only for the purpose for which it has been entered or for related secondary purposes (i.e., for us to be able to contact you in relation to changes, new features available, new stock available, billing, etc). The information will not be used for any third party marketing and will not be disclosed to anyone else without us first getting your agreement or unless we disclose any other potential uses in this Privacy Policy or we disclose it to you at the time of collection. Copies of all information that you submit to the ANA SILVIA REINKE COMMUNICATION & DESIGN website, including any email correspondence sent to us with personal information will be stored in a back-up which will be used for record-keeping and back-up restoration purposes only.

COOKIES

A cookie is a small piece of information held in a text file that is passed to a user's web browser when they access a website. The cookie is usually stored on the user's hard drive. There are lots of uses for cookies, the main one being to allow a web server to identify a user and deliver customised web pages when the user revisits a web page. Cookies are regularly used by most websites and are industry standard. We may use cookies to enhance the user's experience when using the ANA SILVIA REINKE COMMUNICATION & DESIGN website. If a customer does not want information collected in cookies the customer should disable cookies in their internet browser.

FORCE MAJEURE

ANA SILVIA REINKE COMMUNICATION & DESIGN shall not be held liable for any failure or delay in supply or delivery of products/services where such failure or delay is wholly or partially due to any cause or circumstances whatsoever outside the reasonable control of ANA SILVIA REINKE COMMUNICATION & DESIGN including but not limited to war, strikes, lockouts, industrial disputes or unrest, government restrictions or transport delays, fire, power outages, failure attributable to hosting suppliers, breakdown of machinery, theft, vandalism, riots, civil commotions, accidents of any kind or acts of terrorism.



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DISCLOSURE

It may be necessary to disclose personal information in certain situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone who we believe is infringing our intellectual property rights or who is damaging the ANA SILVIA REINKE COMMUNICATION & DESIGN website. We may also disclose information when we believe in good faith that we would be required to do so under Australian law. We may engage third parties to provide some of the ANA SILVIA REINKE COMMUNICATION & DESIGN services to you.

THIRD PARTY SITES AND THIRD PARTY PROVIDERS

ANA SILVIA REINKE COMMUNICATION & DESIGN uses a number of third party service providers and the www.anasilviareinke.com website has links to a number of third party websites. These third parties are not under our control and ANA SILVIA REINKE COMMUNICATION & DESIGN cannot accept any responsibility for the actions or conduct of those third parties.

ACCURACY OF INFORMATION

ANA SILVIA REINKE COMMUNICATION & DESIGN aims to keep customer information as accurate as possible and secure. If a customer believes that the information is inaccurate they should contact us by email at info@anasilviareinke.com and we will change the information.

SECURITY

ANA SILVIA REINKE COMMUNICATION & DESIGN will endeavour to take all reasonable steps to ensure that the personal information that you have given us is protected. We will also make our best efforts to keep that information secure on our systems.

ANA SILVIA REINKE COMMUNICATION & DESIGN employees are required to keep customer personal information confidential. ANA SILVIA REINKE COMMUNICATION & DESIGN will not be held accountable for events arising from unauthorised access to your personal information.

CONFIDENTIALITY

It is agreed that employees of ANA SILVIA REINKE COMMUNICATION & DESIGN shall not at any time either during the continuance of the work outlined or thereafter, except in the course of their duties, divulge any of the confidential affairs of THE CLIENT or any of its clients or associated companies to anyone whatsoever without the previous consent in writing of THE CLIENT.

FREELANCE CONTRACTORS AND CONFIDENTIALITY

All contractors employed by ANA SILVIA REINKE COMMUNICATION & DESIGN are held to a strict confidentiality and non-disclosure agreement. Contractors of ANA SILVIA REINKE COMMUNICATION & DESIGN are also bound by a strictly enforced non-solicitation agreement for a period of 36 months after the conclusion of their work with ANA SILVIA REINKE COMMUNICATION & DESIGN. If this was to be breached by the contractor ANA SILVIA REINKE COMMUNICATION & DESIGN will take swift and reparatory measures to ensure the THE CLIENT is made aware that the contractor in question is no longer a representative of ANA SILVIA REINKE COMMUNICATION & DESIGN and acting independently. Furthermore the unlawful contractor will be prosecuted through legal channels to the full extent of the law in such cases.

FURTHER INFORMATION

Australian Federal Privacy Commissioner's website. <http://www.privacy.gov.au/>

DISCLAIMER

All the information contained in this website is intended for general information purposes only. The information is provided by ANA SILVIA REINKE COMMUNICATION & DESIGN. We try to keep the information up-to-date and ensure that it is correct, however, we make no warranties of any kind concerning the accuracy, completeness, suitability, reliability, or availability of the information contained in this website, or any products, services, links, or graphics that may be found on this website.

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