

PRIVACY POLICY

Introduction

At Iconic Office Furniture we understand the importance of privacy to all individuals. We are committed to protecting information about your business and data privacy and we adhere to the Australian legislation on privacy in the private sector. We limit our collection and use of your personal data to the information we need to conduct our business to the highest possible standards.

Data Collection

To provide a quality service and ensure deliveries can be made efficiently, there is basic information we must collect from you.

This information is to identify you, to contact you and/or to conduct market research or marketing. It includes: names, address, telephone number & email address

The information is recorded in our software system for auditing purposes by the ATO and other authorities. We also keep a digital record of all completed projects to facilitate any warranty claims or subsequent projects, it is available to all Iconic Office Furniture staff.

Credit Card Details

You will be required to provide credit card details to us for payment of orders and invoices through a highly secure server with the latest encryption technology.

Any subsequent payments made by the same customer will require the credit card details to be supplied again.

Credit card details supplied on our online shopping cart are passed through a highly secure server with the latest encryption technology.

Disclosure of Information

In certain circumstances we may have to disclose your personal information to third parties such as contractors or others we may retain to provide services on our behalf. By providing us with personal information you are consenting to us disclosing this to third parties in this manner. This will only be done if we can be sure that the third party also respects your privacy rights. If you do not wish this to occur you should make this known to us immediately. At no time will any personal information be shared with overseas recipients.

In addition, we may disclose this information if: (i) we are required to do so by law or legal process; (ii) law enforcement authorities request this

Links to other sites

We provide links to other websites for your convenience and interest. These companies may have Privacy Statements of their own and we recommend that you read these statements if you visit any linked sites. We are not responsible for the content on linked sites or any use of the sites.