



# Privacy Statement

## EarlyWorks Web Site - Privacy Policy

EarlyWorks are committed to providing the highest standards of privacy. We take our responsibility to protect your business, personal and financial information very seriously. EarlyWorks operates under the privacy guidelines taken directly from the Federal Government's Privacy Act (see <http://www.oaic.gov.au>).

The following discloses our information gathering and dissemination practices.

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### Information Collected

EarlyWorks collects certain types of information from you, which fall into two broad categories:

- 1. Non-personally-identifying information**

As with most commercial web sites we may collect aggregated information which tells us about visitors to the EarlyWorks web site, but not the identity of those visitors. For example, we may collect information about the date, time and duration of visits and which pages of the EarlyWorks web site are most commonly accessed. This information is used by us to help to administer and improve the web site, subject to our obligations under the Privacy Act.

- 2. Request for demonstration information**

To enable EarlyWorks to respond to requests for a demonstration of the EarlyWorks Software, visitors are required to submit certain personal details which may include but is not limited to contact name, organisation name, telephone number and email address.

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### Access to Information

EarlyWorks will not provide any information to a third party that identifies your personal or business details without your express permission, unless EarlyWorks is compulsorily ordered to do so by law.

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## Protection of Information

Security provisions are to a very high standard and access is limited only to those personnel within the organisation who have the appropriate security authorisation. This information, whether voluntarily provided or not, will not be used or released by EarlyWorks in any manner, and it will be kept strictly confidential, unless we are required to release the information by law.

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## Cookies

Cookies are tiny text files that get saved to your computer while you are visiting a web site.

We do not use cookies to store personal information about users or to track user viewing habits through our site or for any other marketing purposes.

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## Further Information

EarlyWorks is constantly improving and enhancing its services, and may update this Privacy Policy from time to time.

If you have any questions or comments regarding EarlyWorks' Privacy Policy, please contact EarlyWorks at [admin@earlyworks.net.au](mailto:admin@earlyworks.net.au).

*Please note that we cannot and do not assume any responsibility for the privacy or security practices of any other web sites which you may be able to access through our web site. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites.*