



Privacy Policy

Myco Systems Pty Ltd (hereby known as Myco) respects your privacy and understands your concerns about the security of your personal information. Myco is committed to protecting any personal information about you that is held by Myco as described below. Myco collects and manages your personal information in Australia, for both Australian and New Zealand clients in the manner described in this advice. This Privacy Policy applies to the Myco website and governs data collection and usage. By using this website, you consent to the data practices described in this statement.

Australian Privacy Principals

Most private sector organisation's in Australia are required by law to comply with the Australian Privacy Principles ("APP's") and are subject to the Privacy Act 1988 (Cth). Myco is bound by these APP's.

Collection and Use of Personal Information

Any personal information which Myco collects about you will be used and disclosed by Myco to employees and contractors of Myco (if required) to enable Myco to carry out functions as a provider of professional services. Myco may also use your personal information to provide you with information about other systems or services available from us. If you would prefer not to receive this information, please let Myco know in writing and we will respect your request.

Security of Your Personal Information

We intend to protect your personal information and to maintain its accuracy. Myco implements reasonable physical, administrative and technical safeguards to help us protect your personal information from unauthorised access, use and disclosure. We also require that our clients in both Australia and New Zealand protect such information from unauthorised access, use and disclosure. Due to our clients based in New Zealand, we are likely to disclose personal information to these overseas recipients.

Access to your Personal Information

If you wish to access or update your personal information, please contact us by email to submit your request. All requests will be managed in accordance with the APP's.

Use of Cookie Security of Your Personal Information

The Myco website use "cookies" to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses



to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you personalise Myco pages, a cookie helps Myco to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, and so on. When you return to the same Myco website, the information you previously provided can be retrieved, so you can easily use the Myco features that you customised.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Myco services or websites you visit.

Changes to our Privacy Policy

From time to time we may update this Privacy Policy to reflect company and client feedback. Myco encourages you to periodically review this Policy, to be informed of how Myco is protecting your information.

How to Contact Us

In most cases, you can gain access to personal information that Myco holds about you. We will handle requests for access to your personal information in accordance with the APP's. If you wish to access your personal information, submit a complaint or comment on this Privacy Policy, please contact us at information@mycosystems.com.au. If you are dissatisfied with our handling of your complaint, you may wish to contact the Office of the Australian Information Commissioner at www.oaic.gov.au or 1300 363 992.

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