



## **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 and New Zealand in the manner described in this advice. This Statement of Privacy 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.

## **National Privacy Principals**

Most private sector organisation's in Australia are required by law to comply with Australian National Privacy Principles ("NPP's") and are subject to the Privacy Act 1988 (Cth). Myco is bound by these NPP'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 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 suppliers protect such information from unauthorised access, use and disclosure.



## **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 Statement of Privacy to reflect company and client feedback. Myco encourages you to periodically review this Statement, to be informed of how Myco is protecting your information.

## **How to Contact Us**

In most cases, you can gain also access to personal information that Myco holds about you. We will handle requests for access to your personal information in accordance with the NPP's. If you wish to make comment on this Statement of Privacy, or request access to your personal information, please contact us at [information@mycosystems.com.au](mailto:information@mycosystems.com.au)

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