

## SELECTCLEANING PRIVACY POLICY

If you make an enquiry, provide information or make bookings we will collect, keep, store and use the information you provide to give cost estimates and other information, respond to you, process the bookings you make and assign your job to our regional manager and your local SelectCleaning franchisee.

Your SelectCleaning franchisee and the regional manager may keep, store and use the information as necessary to provide the services you have ordered and report back to us for quality, security and compliance purposes.

We may keep, store and use the information you have given us to contact you or send you updates and promotional information (about us and about related services) by email, telephone or posted mail from time to time. If you do not wish to receive any information emails, mail or telephone calls from us you can opt out here by emailing us at [office@select.biz](mailto:office@select.biz)

You have the right at any time to request a copy of all personal information we hold about you and to ask for it to be updated by emailing us at the above address. We may require proper identification from you before confirming the status of any information we hold.

The only time we will pass on your personal or identifying information to third parties will be to enable us to respond to your enquiries, to process your payments and orders or to advise you of success in a competition or promotion. No third parties will be permitted by us to use, copy or keep your information for any other reason unless we are legally required to provide it to them, for example IRD, ATO or a police investigation.

We take all reasonable steps to ensure your information is kept as securely and confidentially as possible. However you acknowledge when giving us your details and information that we are working in an internet / electronic information storage environment and we cannot guarantee that your information might be fraudulently or mistakenly accessed by persons outside our control either during transmission of the information to, or from us; or while stored by or on behalf of us. If your information is fraudulently or mistakenly accessed we will advise you as soon as we can after notification to us.