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| privacy policy | this privacy policy applies to all personal information collected by provincial plants and landscapes (abn 91 109 945 146). it explains how and why we collect personal information, how we use it, and what controls you have over our use of it.  provincial plants and landscapes is committed to complying with commonwealth legislation governing privacy of personal information by businesses, and to protecting and safeguarding your privacy when you deal with us. This policy will be continuously assessed against new technologies, business practices and our customers’ needs.  if you have any questions about this privacy statement, the practices of this site, or your dealings with this website, please contact us. scope this privacy policy applies to our management of the personal information of our clients, customers, suppliers and prospective employees. this privacy policy does not apply to our acts and practices which relate directly to the employee records of our current and former employees. your consent by using our website you consent to our collection and use of your personal information as described in this privacy policy. we reserve the right to amend this privacy policy at any time with or without notice. information collected when you visit this website you may provide us with two types of information: personal information you knowingly choose to disclose that is collected on an individual basis and website use information collected on an aggregate basis as you and others browse our website.  similar to other commercial website, our website utilizes a standard technology called “cookies” and web server log files to collect information about how our website is used. information gathered through cookies and web server logs may include the date and time of visits, the pages viewed, time spent at our website, and the websites visited just before and just after our website.  personal information is any information or an opinion, in any form and whether true or not, about an identified individual or an individual who is reasonably identifiable.  the kinds of personal information that we collect and hold about you will depend on the circumstances of collection, including whether we collect the information from you as a customer, supplier, contractor, stakeholder, job applicant, or in some other capacity.  if you provide us with personal information about another person, please make sure that you tell them about this privacy policy.  no attempt will be made to identify individual users or their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency (e.g. australian federal police) exercises a warrant to inspect our service provider's log files. this information is analysed to determine the web site's usage statistics. how do we use your information? we will only use and disclose your personal information:   * if we get your consent; or * for purposes which are related to the purposes for which the information was collected, in accordance with this Privacy Policy and the Privacy Act.   for the purposes referred to in this Privacy Policy, we may disclose your personal information to other parties including:   * your referees; * your former employers; * credit agencies; * our professional advisors, including our accountants, auditors and lawyers; * our Related Entities and Related Bodies Corporate (as those terms are defined in the Corporations Act 2001 (Cth)); and * our contractors and suppliers.   we will only use or disclose your personal information for the purposes of direct marketing if:   * we collected the information from you; * it is reasonable in the circumstances to expect that we would use or disclose the information for direct marketing purposes; * we provide you with a simple means to ‘opt-out’ of direct marketing communications from us; and * you have not elected to ‘opt-out’ from receiving such direct marketing communications from us.   broadly speaking, we use personal information for purposes of administering our business activities, providing the products and services you requested, to process your payment, to monitor the use of the service, our marketing and promotional efforts and improve our content and service offerings, and customize our site’s content, layout, services and for other lawful purposes. these uses improve our site and better tailor it to meet your needs.  occasionally, we may also use the information we collect to notify you about important changes to our website, new services, and special offers we think you will find valuable. you may notify us at any time if you do not wish to receive these offers by emailing us at the link provided on the newsletter. use of personal information collected + disclosure to others we will not disclose any of the above information that we collect to affiliates or third parties without your consent. financial information collected such as your credit card number and expiry date is used only to charge the customer purchasing on the date of purchase. these details will **never** be given to any third party.  any personal information you choose to provide will only be used for the purpose for which it was provided and will not be disclosed to other persons or organisations without your prior consent. the internet is an insecure medium and users should be aware that there are inherent risks transmitting information across the internet. information submitted unencrypted via email or web forms may be at risk of being intercepted, read or modified. if you do not wish to email or send an online form to provincial landscapes, you can send a postal mail to the address in the contact us section of this site. access to, correcting and updating your personal information you have a right to access your personal information. provincial plants and landscapes is committed to maintaining accurate, up to date, relevant and appropriate information about our clients and website users.  you may gain access to records of your personal information when the request is in accordance with the national privacy principles. please contact provincial plants and landscapes accounts department for updating - accounts@plantsandlandscapes.com.au  within a reasonable time period, we’ll correct inaccurate information when you advise us that your details have changed. contact provincial via phone, fax or email. to ensure confidentiality, details of your personal information will be passed on to you only if we are satisfied that the information relates to you. your email address if you choose to correspond with us through email, we may retain the content of your email messages together with your email address and our responses. we provide the same protections for these electronic communications that we employ in the maintenance of information received by mail and telephone. choice/opt-in/opt-out all of our marketing correspondence allows visitors to unsubscribe so that they will not receive future messages. after unsubscribing we will discontinue sending the particular messages as soon as technically feasible. other sites this site contains links to external web sites. provincial plants and landscapes is not responsible for the privacy practices or the content of such websites. for more information, refer to our disclaimer statement.  where our website contains links to other websites, please be aware that those third party websites may collect personal information about you. provincial are not responsible for the privacy policies and practices of other business websites with links to our website. provincial landscapes encourages you to read the privacy policies of any linked websites cookies 'cookies' are small pieces of information that are stored by your browser on your computer's hard drive. we may use cookies to track users as they travel through the site - for instance, we might use cookies to count the total number of unique users who are accessing the site over a particular period of time. this information will never be shared with a third party, and is only used to make our systems more efficient. IP addresses IP addresses are used by your computer every time you are connected to the Internet. your IP address is a number that is used by computers on the network to identify your computer. IP addresses are automatically collected by our web server as part of demographic and profile data known as traffic data so that data (such as the web pages you request) can be sent to you. integrity of your personal information We will take reasonable steps to:   * ensure that the personal information that we collect is accurate, up to date and complete; * ensure that the personal information we hold, use or disclose is, with regard to the relevant purpose, accurate, up to date, complete and relevant; and * secure your *personal information*.   We will take reasonable steps to protect *personal information* from:   * misuse, interference and loss; and * unauthorised access, modification or disclosure.   We will take reasonable steps to destroy or de-identify personal information we hold if we no longer need the information for the primary purpose for which the information was collected and we are not otherwise required by law to retain the information. acquisition or changes in ownership In the event that the web site (or a substantial portion of its assets) is acquired, your information would be considered part of those assets, and may be part of those assets that are transferred. changes to our privacy policy provincial plants and landscapes may update and make changes to this privacy policy from time to time and we recommend that you refer to our website www.plantsandlandscapes.com.au on a regular basis.  more information on the privacy legislation is available on the federal privacy commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au) |