



Domestic & End of Lease Cleaning
Servicing Logan | SEQ
ABN 167 7226 0836
iocc.qld@gmail.com

Privacy Policy

In and Out Cleaning Co.

Last Updated: 26/07/2025

At In and Out Cleaning Co. (IOCC), we respect your privacy and are committed to protecting your personal information in accordance with the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cth)*.

1. What Personal Information We Collect

We may collect the following information:

- Your name
- Contact details (email, phone number, address)
- Booking details (type of service, property size, special requests)
- Payment-related details (e.g. Square invoice confirmations)
- Any other information you voluntarily provide via forms, email, or messaging.

2. How We Collect Your Information

We collect personal information through:

- Our online booking and enquiry form
- Email communication
- Phone or direct messages (e.g. SMS or Facebook)
- Invoicing platforms (like Square)

3. Why We Collect Your Information

Your information is collected for purposes including:

- Booking and scheduling your cleaning service
- Providing quotes and service updates
- Sending invoices and processing payments
- Responding to questions or feedback
- Complying with legal obligations

4. How We Store and Protect Your Data

We take reasonable steps to protect your personal information, including:

- Secure digital storage via trusted platforms like Google Workspace and Square
- Restricting access to your data to authorised personnel only
- Using strong passwords and two-factor authentication where applicable

5. Sharing Your Information

We will **not sell or rent** your personal information.

We may share it with:

- Service partners (e.g. payment processors like Square)
- Law enforcement or regulators if legally required

6. Accessing or Updating Your Information

You have the right to:

- Request a copy of the personal information we hold about you
- Request corrections to your personal details

To do this, email us at admin@iocc.com.au

7. Cookies and Analytics

Our website may use cookies or analytical tools to help us understand visitor behaviour and improve site experience. You can disable cookies in your browser settings if you prefer.

8. Third-Party Links

Our website or communications may contain links to third-party sites (e.g. Square, Facebook). We are not responsible for their privacy practices.

9. Contact Us

If you have questions or concerns about this policy or how your data is handled, please contact:

In and Out Cleaning Co.

ABN 167 7226 0836

[1800 507 898](tel:1800507898)

admin@iocc.com.au