



PRIVACY POLICY

Last Updated: 25 October 2023

Introduction

The Virtual Doer (ABN 29 045 972 353), located in Melbourne, VIC 3000, Australia, values your privacy and is committed to safeguarding your personal information. This Privacy Policy outlines our practices regarding the collection, use, and protection of your personal information when you interact with our website and services.

By accessing or using our website, you consent to the practices described in this Privacy Policy. We may update this policy from time to time, so we encourage you to review it periodically.

Information We Collect

We may collect various types of information, including but not limited to:

- **Personal Information:** This may include your name, email address, phone number, and any other information you provide to us when you contact us or use our services.
- **Log Data:** We may automatically collect information that your browser sends whenever you visit our website. This may include your IP address, browser type, the pages you visit, and the time and date of your visit.
- **Cookies:** We may use cookies to collect information about your interactions with our website. Cookies are small data files stored on your device. You can manage your cookie preferences using your browser settings.

How We Use Your Information

We may use the information we collect for various purposes, including:

- **Providing Services:** To deliver the services you request and manage your inquiries.
- **Communication:** To communicate with you, including responding to your inquiries and providing updates related to our services.
- **Analytics:** To analyse website usage and improve our website and services.
- **Legal Requirements:** To comply with legal obligations and to protect our rights and the rights of others.

Sharing Your Information

We do not sell, trade, or otherwise transfer your personal information to third parties without your consent. However, we may share your information with trusted third parties in the following circumstances:

- **Service Providers:** We may share your information with third-party service providers who assist us in providing our services. These providers are obligated to keep your information confidential and secure.
- **Legal Compliance:** We may disclose your information to comply with legal obligations, respond to lawful requests, or protect our rights, privacy, safety, or property.

Your Rights and Choices

You have certain rights and choices regarding the personal information we collect:

- **Access:** You can request to access, update, or correct your personal information. To make such a request, please contact us using the details below.
- **Opt-Out:** You may choose to opt-out of receiving marketing communications from us by following the unsubscribe instructions in the emails we send.
- **Cookies:** You can manage your cookie preferences using your browser settings.

Data Security

We take reasonable measures to protect your personal information from unauthorised access, disclosure, alteration, or destruction. However, please be aware that no method of transmission over the internet or electronic storage is entirely secure.

Contact

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

The Virtual Doer - Katrina Wotherspoon
Email: katrina@thevirtualdoer.com.au

Changes to this Policy

We may update this Privacy Policy from time to time, and any changes will be posted on this page with the updated date. Your continued use of our website and services after any changes will constitute your acceptance of those changes.