

Your privacy is important to epar. We have developed a Privacy Policy that covers how we collect, use, disclose, transfer and store your information. Please take a moment to familiarise yourself with our privacy practices and let us know if you have any questions.

Introduction

This Privacy Policy explains what information e-par Pty Limited collects about you and why and what we do with that information, and how we handle the content you place in our products and services.

Scope of Privacy Policy

This Privacy Policy applies to the information that we obtain through your use of the "epar Store, Connect, epar V2 EMS and MySystem Services" via a "Device" or when you otherwise interact with epar.

"epar's Products and Services" include our websites, and epar Connect, epar Store, V2 EMS and MySystem platforms.

A "Device" is any computer used to access epar's Products and Services, including without limitation a desktop, laptop, mobile phone, tablet, or other consumer electronic device.

By registering for or using epar's Products and Services you consent to the collection, transfer, processing, storage, disclosure and other uses described in this Privacy Policy.

Changes to our Privacy Policy

We may change this Privacy Policy from time to time. If we make any changes, we encourage you to review our Privacy Policy whenever you use epar's Products and Services to stay informed about our information practices and the ways you can help protect your privacy.

Information you provide to us

We collect the following information:

Account and Profile Information: We collect information about you and your company as you register for an account, create or modify your profile, use, access, or interact with epar's Products and Services (including but not limited to when you upload, download, collaborate on or share content). Information we collect includes:

- Contact information such as name, email address, mailing address, and phone number.
- Billing information such as banking details and billing address.
- Profile information such as a username and job title.
- Facility information that may include information about your staff, your fleet, your inventory of materials.
- You may provide this information directly when you enter it in epar's Products and Services.

In some cases, a system administrator may create an account on your behalf and may provide your information, including Personal Information (most commonly when your company requests that you use our products).

Content: We collect and store content that you create, input, submit, post, upload, transmit, store or display in the process of using epar's Products and Services. Such content includes any Personal Information or other sensitive information that you choose to include ("incidentally-collected Personal Information").

Information we collect from your use of epar's Products and Services

Web Logs: As is true with most websites and services delivered over the Internet, we gather certain information and store it in log files when you interact with our products and services.

This information includes internet protocol (IP) addresses as well as browser type, internet service provider, URLs of referring/exit pages, operating system, date/time stamp. In the case of epar's Products and Services, information will include usernames as well as elements of content as necessary for epar's Products and Services to perform the requested operations.

Occasionally, we connect Personal Information to information gathered in our log files as necessary to improve epar's Products and Services for individual clients. In such a case, we would treat the combined information in accordance with this Privacy Policy.

Analytics Information from Website and epar's Products and Services: We collect analytics information when you use epar's Products and Services to help us improve our products and services. This analytics information consists of the feature and function of the epar Products and Services being used, the associated licence identifier and domain name, the username and IP address of the individual who is using the feature or function (which will include Personal Information if the Personal Information was incorporated into the username), the sizes and original filenames of attachments, and additional information required to detail the operation of the function and which parts of the epar Products and Services are being affected.

The analytics information we collect includes elements of content related to the function the user is performing. As such, the analytics information we collect may include Personal Information or sensitive business information that the user has included in content that the user chose to upload, submit, post, create, transmit, store or display in epar's Products and Services.

As of the date this policy went into effect, we use Google Analytics as an analytics provider. To learn more about the Privacy Policy of Google Analytics, refer to Google's Policies and Principles.

Analytics Information Derived from Content: Analytics information also consists of data we collect as a result of running queries against content across our user base for the purposes of generating Usage Data. "Usage Data" is aggregated data about a group or category of services, features or users that does not contain Personal Information. For example, we may query content to determine the most common types of incidents users are experiencing in the workplace or their environmental and/or safety risk profile.

Though we may happen upon sensitive or Personal Information as we compile usage data from content across user instances, this is a by-product of our efforts to understand broader patterns and trends. It is not a concerted effort by us to examine the content of any particular epar client.

How we use information we collect

General Uses: We use the information we collect (including Personal Information to the extent applicable) for a variety of purposes, including to:

- Provide, operate, maintain, improve, and promote epar's Products and Services;
- Enable you to access and use epar's Products and Services, including uploading, downloading, collaborating on and sharing content;
- Process and complete transactions, and send you related information, including purchase confirmations and invoices;
- Send transactional messages, including responding to your comments, questions, and requests; providing client service and support; and sending you technical notices, updates, security alerts, and support and administrative messages;
- Send promotional communications, such as providing you with information about services, features, surveys, newsletters, offers, promotions, contests, events and sending updates, and providing other news or information about epar and our select partners. You have the ability to opt out of receiving any of these communications as described below under your preferences;
- Monitor and analyse trends, usage, and activities in connection with epar's Products and Services and for marketing or advertising purposes;
- Investigate and prevent fraudulent transactions, unauthorised access to epar's Products and Services, and other illegal activities;
- Personalise epar's Products and Services, including by providing content, features, that match your preferences;
- Enable you to communicate, collaborate, and share content with users you designate; and
- For other purposes about which we obtain your consent.

Notwithstanding the foregoing, we will not use Personal Information appearing in our Analytics Logs or Web Logs for any purpose. The use of information collected through our products and services shall be limited to the purposes disclosed in this policy.

Compiling aggregate analytics information: We make extensive use of analytics information (including log and configuration data) to understand how our products and services are being configured and used, how they can be improved for the benefit of all of our users, and to develop new products and services. As such, we generate Usage Data (as defined above) from the web logs and analytics logs described above, including the content elements captured in such logs, as well as from the content stored in epar's Products and Services.

Information sharing and disclosure

We will not share or disclose any of your Personal Information or content with third parties except as described in this policy. We do not sell your Personal Information or content.

Your Use: When you use epar's Products and Services, content you provide will be displayed back to you. Certain features of epar's Products and Services allow you or your administrator to make some of your content public, in which case it will become readily accessible to anyone. We urge you to consider the sensitivity of any data you input into epar's Products and Services.

Access by your system administrator: You should be aware that the administrator of your instance of epar's Products and Services may be able to:

- access information in and about your epar Products and Services account;
- access communications history, including file attachments, for your epar Products and Services account;
- disclose, restrict, or access information that you have provided or that is made available to you when using your epar Products and Services account, including your content; and
- control how your epar Products and Services account may be accessed or deleted.

epar Community: Our websites offer publicly accessible services such as blogs and forums. You should be aware that any content you provide in these areas may be read, collected, and used by others who access them. Your posts may remain even after you cancel your account. To request removal of your Personal Information from the epar Community, please contact us using the information listed below. In some cases, we may not be able to remove your Personal Information, in which case we will let you know if we are unable to and why.

Service Providers, Business Partners and Others: We work with third party service providers to provide websites, application development, hosting, maintenance, back-up, storage, virtual infrastructure, payment processing, analysis and other services for us. These service providers may have access to or process your information for the purpose of providing those services for us. Please be aware that you are providing your information to these third parties acting on behalf of epar.

Links to Third Party Sites: The epar Products and Services may include links to other websites whose privacy practices may differ from ours. If you submit Personal Information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any website you visit.

Social Media Widgets: The epar Products and Services may contain social media features, such as the Twitter "tweet" button. These features may collect your IP address, which page you are visiting on the epar Products and Services and may set a cookie to enable the feature to function properly. Social media features and Widgets are either hosted by a third party or hosted directly on our epar Products and Services. Your interactions with these features are governed by the privacy policy of the company providing it.

Testimonials: We may display personal testimonials of satisfied clients on the epar Products and Services. With your consent, we may post your testimonial along with your name. If you wish to update or delete your testimonial, you can contact us using the information below.

Compliance with Laws and Law Enforcement Requests; Protection of Our Rights: We may disclose your information (including your Personal Information) to a third party if:

- a) we believe that disclosure is reasonably necessary to comply with any applicable law, regulation, legal process or governmental request,
- b) to enforce our agreements, policies and terms of service,
- c) to protect the security or integrity of epar's products and services,
- d) to protect epar, our clients or the public from harm or illegal activities, or
- e) to respond to an emergency which we believe in the good faith requires us to disclose information to assist in preventing the death or serious bodily injury of any person.

Business Transfers: We may share or transfer your information (including your Personal Information) in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company. You will be notified via email and/or a prominent notice on the epar Products and Services of any change in ownership or uses of your Personal Information, as well as any choices you may have regarding your Personal Information.

Aggregated or Anonymized Data: We may also share aggregated or anonymised information that does not directly identify you with the third parties described above.

Information we do not share

We do not share Personal Information about you with third parties for their marketing purposes (including direct marketing purposes) without your permission.

Data storage, transfer and security

epar hosts data with hosting service providers in numerous countries including the United States and Australia. The servers on which Personal Information is stored are kept in a controlled environment. While we take reasonable efforts to guard your Personal Information, no security system is impenetrable and due to the inherent nature of the Internet as an open global communications vehicle, we cannot guarantee that information, during transmission through the Internet or while stored on our systems or otherwise in our care, will be absolutely safe from intrusion by others, such as hackers. In addition, we cannot guarantee that any incidentally-collected Personal Information you choose to store in websites or epar's Products and Services are maintained at levels of protection to meet specific needs or obligations you may have relating to that information.

We will retain your account information for as long as your account is active, or as reasonably useful for commercial purposes or as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. If your account is managed by an administrator, that account administrator may have control with regards to how your account information is retained and deleted.

Our policy towards children

epar's Products and Services are not directed to individuals under 13. We do not knowingly collect Personal Information from children under 13. If we become aware that a child under 13 has provided us with Personal Information, we will take steps to delete such information. If you become aware that a child has provided us with Personal Information, please contact us.

International users

If you are visiting from the European Union or other regions with laws governing data collection and use, please note that you are agreeing to the transfer of your Personal Information to Australia and the United States to us. By providing your Personal Information, you consent to any transfer and processing in accordance with this Policy.

How to contact us

Should you have questions or concerns about this Policy, please email admin@epar.com.au or mail your inquiry to e-par Pty Limited, Suite 2, 118 Belford Street, Broadmeadow NSW 2292.