

Privacy Collection Notice - Everproof

This privacy collection notice is provided to you by Clasity Pty Ltd ACN 168 177 259. Everproof provides an online qualification and credential management platform to enable individuals and organisations to digitise, store and manage qualifications, credentials and other similar documents (**Everproof Application**).

This notice sets out how Everproof collects, uses, discloses and manages your personal information when you access the Everproof Application.

Collection of information

Everproof collects personal information from you in the course of our business (including our operation of the Everproof Application). The type of personal information Everproof collects includes:

- personal details, such as your name, date of birth, nationality and family details;
- contact details, such as your email address, business address, residential address, postal address, telephone and fax number and third party user names;
- qualification information, such as your qualifications, credentials, certificates, certifications, training records or achievements, inspection or examination records, attendance records, assessments, licences, permits, approvals, consents or certificates of compliance issued by an educational institution or a regulatory body;
- financial information, such as your bank or credit card details;
- sensitive information, such as your criminal history relating to a criminal history record check or your health information specified in immunisation records;
- statistical information, such as information about your online and offline preferences, habits, movements, trends, decisions, associations, membership, finances and purchases and other information for statistical purposes; and
- information about your computer, network and browser, including your IP address.

Everproof collects this personal information to enable you to receive access and use of the Everproof Application and to contact you to discuss the products and services of Everproof.

If you do not provide Everproof with the personal information we request, we may not be able to provide you with complete access to the Everproof Application or our goods and services.

Use and disclosure of personal information

Everproof will use and disclose your personal information to:

- provide goods and services to you (including providing you with access to and use of the Everproof Application);
- verify your identity or the currency or accuracy of your qualifications, credentials or other similar information provided by you;
- communicate with you about your relationship with Everproof, Everproof goods and services, marketing and promotional information, competitions, surveys and questionnaires;

- investigating any complaints about or made by an individual, or if we have reason to suspect that an individual is in breach of any of our terms and conditions or that an individual is or has been otherwise engaged in any unlawful activity; and/or
- as required or permitted by any law (including the *Privacy Act 1988* (Cth) (**Privacy Act**)).

We may also disclose your personal information to your employer or relevant organisations that you are affiliated to provide them with access and use of your qualifications, credentials or other similar information provided by you.

Everproof utilises third party service providers (such as Gmail from Google Inc and MailChimp from The Rocket Science Group LLC) to communicate with individuals and to store contact details about individuals. We may disclose your contact details (for example, your email address) or other personal information about you to these third party service providers to enable us to use their platform and services to communicate with you. These service providers are located in the United States of America.

Everproof Privacy Policy

Everproof has a privacy policy that is publically available on our website <http://www.everproof.com/privacy.html>. The Everproof privacy policy sets out details of how Everproof will collect, store, manage, use and disclose personal information from you.

The Everproof privacy policy also sets out details of how you can access and seek correction of your personal information held by Everproof.

In addition, the Everproof privacy policy sets out how you can complain to us about:

- our handling of your personal information;
- a breach of the Privacy Act or a registered code under the Privacy Act that binds Everproof; and
- how Everproof will respond to and deal with a privacy complaint.

How to contact us

All correspondence with regards to privacy matters should be addressed to:

The Privacy Officer
Clasity Pty Ltd

Postal address: 10/28 Down Street, Collingwood Victoria 3006

Email address: privacy@everproof.com