

## **PRIVACY STATEMENT**

### **Our Core Values**

The following statement details our policies and procedures relating to your personal information.

*Your personal information is important to us*

*AP Kane Insurance Brokers and Privacy Standards*

*The information we might collect about you*

*AP Kane Insurance Brokers use of cookies*

*Use and disclosure of your personal information*

*Information and Promotional e-mails*

*Storage and security of your details*

*Your right of Access to change or delete information we keep about you*

*AP Kane Insurance Brokers and links to other websites*

*Further information on privacy*

*Your personal information is important to us:*

AP Kane Insurance Brokers recognises that your privacy may be very important to you and that you have a right to control your personal information and control who may have access to that information. We at AP Kane Insurance Brokers take the issue of information privacy seriously and commit to preserving your privacy at all times.

*AP Kane Insurance Brokers and Australia's Privacy Standards:*

AP Kane Insurance Brokers is committed to protecting your personal information. We believe that our privacy policy is both fair and represents sound industry practice. The Internet Industry Association is developing a Code which provides a high standard of privacy protection. AP Kane Insurance Brokers is committed to complying with this Code, and building on the high levels of trust that it enjoys with its clients. AP Kane Insurance Brokers will comply with any laws introduced to strengthen the protection of consumers' right to privacy.

*The information do we might collect about you:*

AP Kane Insurance Brokers does not collect or monitor any personal information about you without your consent. Only information you willingly provide directly to AP Kane Insurance Brokers is collected and stored. Examples are: through subscribing to various services such as our newsletter, or identifying yourself when requesting information to be sent to you. The only personal information we collect is what you tell us about yourself. For example, when you fill out a request form, we collect the details you enter to enable us to post information to you. When you answer questions about what you would like to see we keep this information so as to better serve you.

Like all web servers AP Kane Insurance Brokers' servers collect non-identifying information in system logs. This information may include your web-browser version, date & time of visit & your operating system version.

*AP Kane Insurance Brokers' use of "cookies":*

If you are a registered member of the site, AP Kane Insurance Brokers uses "cookies" to help enhance your experience. If you access the site as a casual user 'cookies' are not used.

Cookies are pieces of information that a website transfers to your computer's hard disk for record-keeping purposes. Most Web browsers are set to accept cookies as the default. However, if you do not wish to receive any cookies you may set your browser to refuse cookies. If you turn off cookies we cannot, for example, fill out forms automatically with details you have previously given us.

Cookies themselves do not contain personal information about you. They simply operate as a unique identifier which helps us to know what our customers find interesting and useful on our website, almost like a continuing questionnaire. AP Kane Insurance Brokers does not store any personal information inside cookies, although the cookie may, for example, identify the user's browser.

*Use and disclosure of your personal information:*

AP Kane Insurance Brokers will not use or disclose any specific information about you without your consent, unless required to do so by law. AP Kane Insurance Brokers recognise the trust you place in us when you give us personal information. AP Kane Insurance Brokers will regularly ask you questions to get a better understanding of the products and services that would help you in creating your own web presence or i-business opportunity. We will use this information to ensure you receive the correct advice and guidance that we believe will be of benefit to you and your business. We do not disclose specific information about you or your business to any other person or organisation without your explicit written consent.

*Information and Promotional e-mails:*

From time to time we may send you information e-mails or newsletters regarding products or services in which you have previously registered your interest. If you are receiving promotional information from AP Kane Insurance Brokers and do not wish to receive this information any longer, you may change your "email preferences" via your on line profile. This service applies to site members only.

*Storage and security of your details:*

AP Kane Insurance Brokers will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. Your data will be held in an encrypted form to further reduce the chances of illegal access. In addition, AP Kane Insurance Brokers employees and related service providers are obliged to respect the confidentiality of any personal information held by AP Kane Insurance Brokers. However, AP Kane Insurance Brokers will not be held responsible for events arising from unauthorised access to your personal information that is beyond our reasonable control. We encourage you to play an important role in keeping your personal information secure, by maintaining the confidentiality of any passwords and account details used on the AP Kane Insurance Brokers website.

Your right of Access to change or delete information we keep about you:

Your trust in AP Kane Insurance Brokers is very important to us. If at any time you want to know exactly what personal information we are holding at any particular time, contact us. Should you wish to change personal information that is inaccurate or out of date, you can do this by simply editing your profile via the web site. If requested by you we will permanently remove your details from AP Kane Insurance Brokers databases.

*AP Kane Insurance Brokers and links to other websites:*

AP Kane Insurance Brokers, may from time to time, provide links to website's outside of the AP Kane Insurance Brokers site. These linked sites are not under the control of AP Kane Insurance Brokers, and we are not responsible for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the privacy policies for those sites. Should you be concerned with the conduct of a site which you accessed via a link from the AP Kane Insurance Brokers site, please help us to help you, by emailing us.

*Further information on privacy:*

If you would like to obtain further information about privacy issues in Australia, please visit the [Australian Federal Privacy Commissioner's](#) website.

This is AP Kane Insurance Brokers current Privacy Statement. AP Kane Insurance Brokers may at any time vary the Privacy Statement by publishing the varied Privacy Statement on the AP Kane Insurance Brokers website. Current AP Kane Insurance Brokers members will be advised each time this privacy statement is changed.