



Privacy Policy

Stanley Smith Artificial Intelligence Pty Ltd

Your privacy is important to us. This privacy statement explains what data is collected from your organisation and how we use it. This includes but is not limited to our applications, website and all other Stanley Smith Artificial Intelligence Pty Ltd services. Our Privacy Policy explains:

- What information we collect

- How we use and store information
- Specific data management examples
- The options we offer for updating or accessing the information we hold

If you have any questions after reading this policy, please contact us by post or email. This document must be read in its entirety. Extracting elements of this Privacy Policy may not provide a full understanding. Reproduction of this policy must be done in full.

Information we collect (IPP 1)

We collect information in three ways:

1. Information you provide to us
 - a. This includes information such as, but not limited to, your mobile number, email address, credit card number and bank details.
 - b. Device information, such as your computer username and device ID.
2. Information provided to us under license arrangements for the provision of services.
3. Access information
 - a. This includes details such as your IP address/es and cookies.
 - b. Details of how you used our service and activity.
 - c. Experience information, including errors, device crashes, system activity, hardware settings, browser type, browser language, the date and time of access.

How we use the data (IPP 2)

We use the data we collect from our services to develop, provide, maintain and improve them as well as to develop new products and services. We also use this data to tailor relevant content to you.

When you contact Stanley Smith Artificial Intelligence Pty Ltd we may keep a record of your communication to help assist with your enquiry and any investigations.

Transparency (IPP 2, 5 & 8)

We understand that people have varied privacy concerns. We aim to be clear about the information we collect, so that you can make informed decisions regarding how it is used.

For example; you may set your web browser to block all cookies, including cookies associated with our services, or to indicate when a cookie is being sent or set by us. However, it is important to be aware that many of our services may not function properly if cookies are disabled.

Additionally, you can review and control some of your personal information from within our services.

Correction and access

We will endeavour to take all reasonable steps to keep accurate and up to date any information which we hold about you. If, at any time, you discover that information held about you is incorrect, you may contact us to have the information corrected.

You can also gain access to the personal information we hold about you, subject to certain exceptions provided for by law. To request access to your personal information, please contact us.

Information we share (IPP 5)

We do not, under any circumstance, share your personal information with companies, organisations, government departments and individuals outside Stanley Smith Artificial Intelligence Pty Ltd ("Third Parties") unless one of the following circumstances apply:

- **With your consent**

We will share your personal details with third parties when we have your consent to do so.

- **For legal reasons**

We will provide and share personal information with third parties, where we have a good-faith belief that access, use, preservation or disclosure of the information is necessary to:

- Meet any applicable law, regulation, court order, legal process or enforceable government request. An example may be if child pornography is found.
- Enforce applicable terms of service, including any investigations into potential violations.
- Detect, prevent or otherwise address fraud, security or technical issues.
- Protect against harm to the rights, property or safety of Stanley Smith Artificial Intelligence or our clients and their staff.
- Protect against harm to the rights, property or safety of members of the public (including our users), as required or permitted by law.

- **External processing**

- We provide personal information to our affiliates or other trusted businesses or persons which may include related and partner entities, as considered appropriate. We do not share information with organisations that do not have a comparable.
- Information may also be transferred to partners or engaged entities for the provision of certain functions (such as SMS messaging, credit card verification and bank interaction).

Non-personally identifiable information may be publicly shared with our partners. This includes, but is not limited to, user statistics, pornography reduction and patterns of use. If Stanley Smith Artificial Intelligence Pty Ltd is involved in a merger, acquisition or asset sale, we will continue to ensure the confidentiality of any personal information and give affected users notice before personal information is transferred or becomes subject to a different Privacy Policy.

Protection of data (Information security) (IPP 4 & 9)

We take every measure possible to protect Stanley Smith Artificial Intelligence Pty Ltd, our clients and users from unauthorised access to or unauthorised alteration, disclosure or destruction of information we hold. In alignment with IPP 4.1, we take reasonable steps to ensure personal and private information is protected, as such we use a variety of measures which include various data encryption implementations.

We encrypt all of our services using Secure Socket Layer (SSL).

We use various levels of data separation, including methods of partitioning, are implemented to prevent inadvertent disclosure of information. We constantly review our information collection, storage and processing practices, including physical security measures, to guard against unauthorised access to systems.

We restrict access to personal information to Stanley Smith Artificial Intelligence Pty Ltd employees, contractors and agents who require that information in order to process it for us, and who are subject

to strict contractual confidentiality obligations and may be disciplined or terminated if they fail to meet these obligations.

Further, where considered appropriate, police checks and/or Working With Children Checks (WWCC) may be made on our engaged staff, contractors and agents.

All data that is obtained stays within Australian borders (for schools and organisations located in Australia).

In the event of this happening, we will take all necessary steps to ensure the information held, used or disclosed to another provider will be managed in accordance with the Information Privacy Principles.

Application

Our Privacy Policy applies to all services offered by Stanley Smith Artificial Intelligence Pty Ltd and its affiliates, but excludes services that have separate privacy policies that do not incorporate this policy.

Our Privacy Policy does not apply to services offered by Third Parties, including products or sites that may be displayed to you, via our website.

Destruction and retention of data

General/Personal and Other data

Information that we or our clients consider is no longer required will be deleted from our systems.

For performance and optimisation purposes, significant amounts of data may be consolidated, summarised and deleted as part of our annual rollover process. Records will typically be removed from our systems after a period of 20 years, however this may be extended upon request from our clients.

Right to Information (RTI)

It is important to be aware of Right to Information requirements and obligations which may apply to our clients.

While the Queensland Right to Information Act 2009 does not apply to our organisation, circumstances may exist where a school is required to provide information held within this system under this Act. Further information on compliance with RTI requirements and requests can be found at www.rti.qld.gov.au.

Ownership of data

Any personal data imported or entered into our system remains the property of the information owner.

Uploaded resources remain the property of the content owner.

Enforcement

We regularly review our compliance with our Privacy Policy. We also adhere to several self-regulatory frameworks. When we receive formal written complaints, we will contact the person who made the complaint to follow up. We work with the appropriate regulatory authorities,

including local data protection authorities, to resolve any complaints regarding the transfer of personal data that we cannot resolve with our users directly.

Changes

Our Privacy Policy may change from time to time. We will post any Privacy Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Privacy Policy changes).

Contact Information

For more information on the management of privacy and data, please contact our privacy officer by phone, post or email.

Postal contact information

Stanley Smith Artificial Intelligence Pty Ltd
PO Box 456
Mapleton, QLD 4560

Email contact information

Stanley Smith Artificial Intelligence
finance@ssai.tech

Phone contact information

Stanley Smith Artificial Intelligence Pty Ltd
(+61) 400 142 113
Hours: Monday – Friday (8.00am – 5.00pm)

Additional information on privacy requirements is available from the following organisations.

Australian Privacy Commissioner

<http://www.privacy.gov.au>

Privacy Commissioner
GPO Box 5218
Sydney NSW 2001
Privacy Hotline: 1300 363 992
Telephone: (02) 9284 9800
Fax: (02) 9284 9666